



Student Handbook

2018-2019

Your new BFF – Your STUDENT ID

You may think getting your student ID is a waste of time. But with all the things you can do with your student ID, you might just decide it's your best friend! You'll need your ICC student ID to:

Register for classes in person at any ICC campus.

Check out material from any of the ICC library locations.

Claim items in the lost and found at the Campus Police Department.

Use as a reference when you take Scantron tests. (You need to know your student ID number to take Scantron tests. If you haven't committed the number to memory, you'll need the ID card for your ID number.)

Write a check in the Bookstore.

Check into any of the Academic Support Centers

Charge out books in the Bookstore if you're receiving financial aid, scholarships, grants, etc.

Sell back your books at buyback.

Receive discounts for ICC athletic events.

Get information from your student records



You can get your student ID at these ICC Locations: East Peoria Campus – Bookstore, Library; Peoria Campus – Arbor Hall Registration



Annual Campus Police Safety and Fire Report

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990) and the Higher Education Opportunity Act of 2008, the Annual Campus Police Safety and Fire Report is accessible on the Illinois Central College website, icc.edu/clery-act-report, upon request at any Campus Police Department, and from the Vice President of Student Services. This report contains detailed information covering a broad range of topics, including campus safety and security services, crime prevention policies, campus crime statistics, emergency response actions, and fire safety related information and statistics.

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Academic Policies & Procedures

Academic Honors

Full-time students who have completed 12 credit hours and have achieved a 4.00 grade point average (GPA) in a given semester are named to the President's List; those earning between 3.50 and 3.99 grade point averages are named to the Dean's List.

Part-time students who have completed 12 credit hours and are enrolled in no fewer than 6 hours are eligible for the President's List if they have achieved a 4.00 GPA and Dean's List recognition if the earned GPA is between 3.50 and 3.99.

Effective Fall 2015* students will be accorded honors at the point of graduation as follows:

- Certificate Honors: Students who earn a GPA of 3.5 or higher in certificates with 24 or more hours
- Degree Honors: Students who earn a degree have three levels of honors
 - Highest Honors: GPA of 4.0
 - High Honors: GPA of 3.75-3.99
 - Honors: GPA of 3.5-3.74

These honors will be noted on the academic transcript and on the diploma for all students graduating who have reached this criteria. These honors may also be recognized at commencement.

(Note: Since final grades are not posted to student records until after the graduation ceremony, the previous semester's cumulative GPA may be used as the basis for special recognition at commencement.)

Academic Misconduct

Matters relating to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for the assignment, test, or course.

Based on the severity of the offense, the instructor may recommend failure for an assignment or failure for the course. Multiple instances of academic misconduct could include sanctions up to dismissal from the College.

A common form of academic dishonesty is plagiarism. This is the use (whether deliberate or unintentional) of an idea or phrase from another source without proper acknowledgment of that source. The risk of plagiarism can be avoided in written work by clearly indicating, either in footnotes or in the paper itself, the source of any other major or unique idea which the student could not or did not arrive at independently. These precise indications of sources must be given regardless of whether the material is quoted directly or paraphrased. Direct quotations, however brief, must be enclosed in quotation marks as well as properly documented.

Another form of plagiarism is copying or obtaining information from another student. Submission of written work, such as laboratory reports, computer programs, or papers, which have been copied from the work of other students, with or without their knowledge and consent, is plagiarism.

Obtaining an examination prior to its administration or use of unauthorized aids during the examination are clear acts of academic dishonesty. It is also academically dishonest to knowingly aid another student in performing an act of academic dishonesty. Thus, in cases of inappropriate collusion on academic work, the provider of inappropriately used material is guilty of academic dishonesty, as well as the actual perpetrator. Listed below are examples which may be confusing to students, especially freshmen who are accustomed to working on projects in laboratories with fellow students in high school.

- 1 Sharing information in the preparation of a report or paper, unless approved by instructor.
- 2 Turning in the same paper for two different courses with slight modification.
- 3 The illegitimate uses of written material such as laboratory reports and computer programs or the obtaining of information from other students while an examination is in progress.

In brief, any act which represents work not one's own as one's own is an academically dishonest act.

If a student is ever in doubt about an issue of academic dishonesty, or has any hesitation about a contemplated course of action, the student should consult his or her instructors. The penalties for academic dishonesty can be very severe and can affect the entire educational experience at ICC.

Students who are accused of academic misconduct will be referred to the Vice President of Student Services for sanctions. Academic misconduct is noted in the student disciplinary record.

Academic Standards

COLLEGE STANDARDS

It is the purpose of Illinois Central College to provide educational opportunities to those who can benefit from continued educational experience; therefore, the following retention policies and processes are provided. Illinois Central College recognizes some students may have deficiencies in certain areas of preparation. As such, the College believes students who have been placed on academic caution, pre-suspension or suspension should be made aware of the consequences of these statuses and the resources available for the detection and possible correction of academic deficiencies. If at any time a student raises their cumulative GPA above a 2.000, they will be removed from the process and return to Academic Good Standing.

ACADEMIC CAUTION

The purpose of academic caution is to alert students that their grades do not meet minimum requirements. A second and equally important purpose is to provide students an opportunity to plan corrective actions, which will hopefully lead to a more successful academic career. Information regarding academic advisement services is available in the Advisement and Counseling Services Office, located in the Leitch Career Center. Students on Academic Caution are restricted to a maximum enrollment of 13.99 credit hours. If a student's cumulative grade point average does not raise above a 2.000 within one semester, the student will be placed on academic pre-suspension.

ACADEMIC PRE-SUSPENSION

Students on Academic Pre-suspension are restricted to a maximum enrollment of 7.99 credit hours. If a student on Academic Pre-suspension fails to meet the grade point standards after the above measures have been completed, the student will be placed on Academic Suspension.

ACADEMIC SUSPENSION

A student that fails to meet the 2.000 grade point average after 3 consecutive semesters will be placed on Academic Suspension from the College for one semester. A student on suspension may re-enter after one semester, but is required to meet with an academic advisor, then with the Director of Advisement or the Dean of Students prior to registration. A suspended student re-admitted to the College must have a semester grade point average above a 2.000 to be allowed to enroll in the next semester. Students on Academic Suspension are restricted to a maximum enrollment of 6.99 credit hours.

READMISSION

- If a suspended student is re-admitted to the College and their semester grade point average fails to meet the 2.000 requirement, the student will be suspended from Illinois Central College for one academic year.
- If a student does not enroll for 5 or more years they may appeal through the Dean of Students office to enroll in additional credit hours, regardless of their academic standing.

Student Rights and Responsibilities

According to the Family Education Rights and Privacy Act of 1974, students have the right to the following:

- 1 Inspect and review their educational records
- 2 Request an amendment (revision) to the records to ensure their accuracy and are otherwise not in violation of the right to privacy
- 3 Restrict disclosure of information to other individuals or entities
- 4 File a complaint with The Family Educational Rights and Privacy Act Office if the College fails to comply with the requirements of the Act.

Illinois Central College considers the following directory information:

- student's full name
- address
- ICC email address
- affirmation of student enrollment status (full- or part-time) and class level
- dates of attendance, graduation, degree(s) and/or certificate(s) earned, and honors received
- pertinent information relating to participation in officially recognized activities or sports

To restrict disclosure of this information, contact Enrollment Services, Room L211, (309) 694-5610 for the appropriate paperwork. All paperwork must be submitted in person with a photo ID.

Assessment

Assessment is the process of providing feedback in order to make improvements. Assessment is part of the ICC culture.

Students are assessed by faculty to determine the level of learning that is occurring in the classroom, and students assess their faculty's teaching and learning methods near the end of each course. In the classroom, assessment is classroom research to provide useful feedback for the improvement of teaching and learning. Assessment is feedback from the student to the instructor about the student's learning, whereas evaluation uses methods and measures to judge student learning and understanding of the material for purposes of grading and reporting. Evaluation is feedback from the instructor to the student about the student's learning.

Students may be asked to assess their level of engagement at the College via a survey known as the Community College Survey of Student Engagement, or CCSSE. Information regarding factors related to college satisfaction and issues/priorities that are important to students is provided by another survey, the Student Satisfaction Inventory, or SSI. Both the CCSSE and the SSI are randomly

sampled surveys, so the likelihood of students being asked to complete both of those surveys on an annual basis is not great.

If you are asked to participate in any type of assessment at ICC, please do so. Your feedback is extremely important to the College's efforts to make improvements for you and future ICC students.

Audit of Classes

Many courses at Illinois Central College may be audited. A student who audits a course is a non-participating listener and is not required to take tests or complete assignments. The student receives no grade or notation on a transcript relative to the audited course. Registration for audit classes will be accepted beginning the week the class is scheduled to begin, provided space is available in the class.

Tuition for auditing a class will be the in-district rate. Further information about which courses may be audited and procedures for registering may be obtained from departmental offices.

A student may not change class registration status from "audit" to "credit" or from "credit" to "audit".

Class Attendance

Students must be officially enrolled prior to attendance in any class. Regular attendance at all class and laboratory sessions is expected of all students. Faculty members may establish attendance policies and/or make-up procedures for their classes. Faculty will ordinarily permit students to make up work missed due to College-sponsored activities if prior notification of absence is given. Some programs have established rigid attendance policies. For example, most health careers programs have exacting attendance policies, especially for clinical assignments. These are explained in materials distributed to program enrollees. It is the student's responsibility to be aware of attendance policies and make-up procedures.

Excessive absence is the most common cause of failing grades. As a College guideline, absences in excess of 5% of total number of scheduled class sessions are considered excessive. For example, three absences during a semester in a class that meets twice per week would be considered excessive since these absences represent more than 5% of the class sessions.

In case of prolonged illness, accident, hospitalization, or family problems, students should notify the Dean of Students office so proper notification can be made to instructors. In addition, it is the responsibility of the student to contact the instructor about possible make-up work.

General Education Goals

The general education requirements of Illinois Central College prepare our graduates to become productive members of society and lifelong learners. All associate degree graduates will be able to:

- read and think critically
- communicate effectively
- demonstrate mathematical and scientific reasoning
- demonstrate awareness of diversity of cultures, ethics, values, or aesthetics
- demonstrate the ability to be creative and innovative in solving problems
- work independently and collaboratively
- demonstrate computer literacy and information literacy

Grade Exclusion Policy

The grade exclusion policy at ICC provides a second chance for academic success to students who have failed courses that otherwise may make it difficult or impossible for them to pursue a degree or certificate. In order to qualify for grade exclusion:

- The student cannot have enrolled in graded college-level courses at ICC or any other post-secondary educational institution for four consecutive semesters prior to application for grade exclusion. (Summer terms do not apply.) A student may apply at any time for exclusion after this time requirement has been met.
- The student's cumulative grade point average must be less than 2.00 at the time of readmission to the College.
- Following readmission, the student must complete a minimum of 15 approved consecutive semester hours in graded college-level courses (110 or above at ICC) with no grades of "D" or "F" or a GPA of at least 2.00 in each semester in which 15 hours are attempted before exclusion will be granted.

Grade exclusion will be granted only once. A maximum of 16 hours of "F" earned in graded college-level courses at Illinois Central College will be excluded.

To qualify for grade exclusion, the student is required to meet with a designated academic advisor.

When eligibility requirements have been fulfilled and exclusion granted, the student's cumulative grade point average will be recalculated with "F" grades removed from the calculation. However, all grades, including those excluded, will continue to appear on the ICC academic transcript. Students who plan to transfer to another institution should be aware that the receiving institution may use all of the grades that are excluded by ICC for calculation of the grade point average for admission review. (Note: excluded grades will be indicated by an "FX.")

Application forms for grade exclusion may be obtained in Enrollment Services, Room L211, East Peoria Campus. Completed forms should be directed to Enrollment Services, Room L211, East Peoria Campus.

This policy does not preclude admission requirements in other college academic programs.

Grade Point Average (GPA)

Your grade point average serves as a measure of academic achievement. The number of grade points earned in a course is calculated by multiplying the number of points assigned to the specific letter grade received by the number of semester hours the course carries. Thus, a grade of B in a course carrying four hours of credit would earn 12 (3 x 4) grade points. To calculate your GPA, divide the total number of semester hours attempted into the total number of grade points earned. (Remember, an "F" counts as hours attempted, but earns "0" points.)

FOR EXAMPLE

Course	Semester Hours	Letter Grade	Points Earned
HIST 111	4	B	12
PSY 110	3	C	6
BIOL 111	4	A	16
PHYED 130	1	B	3
ENGL 110	3	D	3
Total	15		40
GPA = 40 divided by 15 = 2.67			

If you have any questions or need assistance, the East Peoria Campus Enrollment Services staff will assist you (Room L211).

Grades – Online Access

Students have online access to their grades as soon as the grades are approved and posted by the instructor. **Grades will not be mailed to students' homes.**

Students without online access can contact the Enrollment Services Office to request grades be mailed to their student address held on file by the College.

HOW TO ACCESS GRADES

Sign in to eServices using your ICC eServices login and password. Select GRADES from the drop-down menu in the Academic section on your eServices home page. Select the TERM of the grade report you wish to print and the select "Continue". Click the hyperlink, "Printer Friendly Page" at the bottom of the page and then use your browser print function to print a copy of your grade report.

Grading System

You can understand and monitor your personal grade point average (GPA) by spending a few minutes learning how it is calculated. If you are interested in reaching a particular GPA goal, you can predetermine your anticipated GPA based on the grades you expect to earn.

At the conclusion of each semester, your GPA will be calculated according to the following grading system.

GRADE POINTS

Grade Definition Per Semester Hour

A	Superior	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failing	0.00
FA	Attendance Failing	0.00
WF	Withdrawal Failing	0.00
FX	Grade Excluded	No grade point
I	Incomplete	No grade point
S	Successful	No grade point
U	Unsuccessful	No grade point
W	Withdrawal	No grade point
NG	No Grade	No grade point
NR	Not Reported by instructor	No grade point

FA – Attendance Failing

The student has attended through the midterm of the class then ceases to attend for the duration of the term. The FA grade factors into the grade point average as a failing grade. To avoid the FA grade, the student must officially withdraw from classes.

WF – Withdrawal Failing

The student has withdrawn from a course without instructor approval and after 75% of the class has been completed. This grade will only be awarded when a student completed the withdrawal using the ICC online system. The WF factors into the GPA as a failing grade.

FX – Grades Excluded

The student has met the requirements for Grade Exclusion. The grades with FX do not factor into the ICC grade point average. For complete details see the section on the "Grade Exclusion Policy."

I – Incomplete

The student has not completed course requirements. The student must complete all requirements for each course in which an Incomplete (I) grade has been received according to the deadline set by the faculty member, but no later than 90 days after the end of the term. Faculty may, at their discretion, set the deadline prior to or after the time allowed by College policy. Incomplete (I) grades not changed or extended by the faculty will be automatically changed to "F" in Enrollment Services. When the student completes requirements for a course within the allotted time, the incomplete grade is changed on the permanent record to the appropriate letter grade.

Incomplete grades are given by arrangement with the instructor only when fully justified by serious circumstances (illness, accident, death, or illness in the immediate family).

Incomplete grades are not given for such reasons as unjustified failure to complete the required work by the end of the semester or failure to appear for the final examination.

S – Successful

Used only in courses numbered 001-039. Indicates attendance at a minimum of 75% of the scheduled class meetings and/or fulfilled other requirements as established for an individual course.

U – Unsuccessful

Used only in courses numbered 001-039. Indicates attendance at fewer than 75% of the scheduled class meetings and/or did not fulfill other requirements as established for an individual course.

NG – No Grade

A Community Education noncredit activity which does not receive a grade or earn grade points.

NR – Not Reported

No grade reported by instructor.

Courses with grades S, U, W, NG, NR, and I are not considered part of the total hours attempted for the purposes of determining a student's GPA, but such grades are recorded on the student's academic record. The GPA is recalculated as soon as grades are reported or changed by faculty.

A semester GPA represents the average of grades for one semester, and cumulative GPA reflects the average of grades for all courses taken at ICC.

If courses taken at Illinois Central College are repeated at this institution according to specified repeat procedures, only the higher grade will be included in the GPA computation.*

*Please note that calculation of the GPA may include all grades earned for financial assistance eligibility and/or admission to other colleges and universities. Contact the Financial Assistance Office or the school to which you plan to transfer for their GPA policy.

Transcript Requests

East Peoria Campus
Room L211 • (309) 694-5600

Peoria Campus, Arbor Hall
(309) 690-6870

Official transcripts of credit earned at Illinois Central College can be requested by current and former students, and can be sent to another individual, business, or school. Official transcripts can be requested through your eServices account or online at icc.edu/transcripts. Once you log in to your eServices account, select "Main Menu" and then "Self Service." You will then select "Academic Records" and "Secure Transcript." This will take you to our secure ordering site to complete your transcript order. There is no cost for a transcript sent electronically or by standard mail.

In situations where a transcript is necessary for immediate use, one may be provided within an hour for a \$10 per copy fee. This service is available 8:30 a.m. to 3:00 p.m. Monday through Friday at Enrollment Services, Room L211, East Peoria Campus only. The College will not forward the original copy nor a copy of any transcript received by the College from another institution or agency to the student or a third party/institution. Transcripts, test scores, etc., must be requested by the student directly from the originating institution or agency.

Unofficial copies of transcripts can be obtained through your eServices account; however, unofficial copies are not generally accepted by other institutions. A student's official transcript will be withheld if the student has not met all financial obligations to the College.

D.E.T.A.I.L.S.* Student Development Transcript

** Development of Excellence Through Activities and Involvement in Leadership and Service*

A self-reported record, with verification by an advisor or supervisor, of a student's co-curricular activities, service, leadership development, honors, or awards while at ICC. Designed as an official document to accompany resumes or scholarship applications and to supplement the academic transcript. To participate in the Student Development Transcript Program, please contact Student Life, East Peoria Campus, Room 305B, (309) 694-5201.

Campus Police Department

East Peoria Campus
Room 105A • (309) 694-5223

Peoria Campus, Arbor Hall
Room A02L • (309) 690-6899
Room S140 • Student Center

Pekin Campus
Room 101 • (309) 635-8804

Campus Police

AUTHORITY OF CAMPUS POLICE OFFICERS

Sworn Campus Police Officers are armed and have the same authority as County and Municipal Police Officers, including the power to make arrests and issue citations.

FUNCTIONS

The primary function of the Campus Police Department is to protect life and property in all emergency situations and preserve the peace throughout the College community. The effectiveness of the Campus Police Department depends on the assistance and cooperation of each member of the College community.

The Campus Police Department is available 24 hours a day, 7 days a week to provide its services, including:

- Patrol of campus buildings and grounds
- Operation of a communication center for the College
- Enforcement of college, local, state, and federal laws, ordinances, and regulations
- Traffic and parking control; traffic crash reporting
- Criminal and general incident reporting and investigation
- Personal escorts for safety or medical reasons
- Emergency medical assistance
- Deliver messages for medical emergencies (student schedules are not released without consent so you are encouraged to provide your schedule to family members and childcare providers)

LOST AND FOUND

The Campus Police Department maintains a "Lost and Found" on all campuses.

VEHICLE ASSISTANCE

- Battery jumps
- Lock outs
- Headlights left on will be turned off by an officer if the car is unlocked. If locked, efforts will be taken to locate the owner.
- Miscellaneous assists (no changing tires or mechanical work)
- Towing of vehicles – done at owner's expense

If your vehicle is disabled, please raise the hood if appropriate and notify the Campus Police Department for assistance. Please note the letter and number on the closest light pole or another prominent landmark when calling for assistance.

SAFETY TIPS

- Immediately report all crimes and/or suspicious behavior to the Campus Police Department.
- Do not leave personal items unattended.
- Report lost or stolen checks, debit/credit cards, and cellphones to the appropriate companies. Keep a list of your credit card account numbers in a safe place in order to report them.
- Use the "buddy system" when leaving classes late in the evening. Call Campus Police for escorts.
- Always lock your vehicle doors, keep the windows shut, and keep valuables out of sight.
- If you discover a crime scene, do not touch anything. Get to a safe place and notify Campus Police immediately.

MOBILE SAFETY APP

To enhance the personal safety of the ICC community, the Illinois Central College Police Department is now offering "ICC Guardian," a free mobile safety app for smartphones. The Guardian app is a direct connection to the ICC Campus Police Department emergency phone line. It eliminates the need to find the emergency number when seconds count.

Guardian also give you the ability to text with Campus Police. Crime tips or other information can be submitted (anonymously, if desired) and photos can be attached to the text. A Campus Police dispatcher will respond to all incoming text messages.

Additionally, Guardian contains an ICC phone directory and ICC website links. With the directory, you can look up and call various ICC department right from the app. The website links feature opens a browser and takes you directly to specific ICC webpages of interest.

Everyone at ICC is encouraged to enhance their personal safety by downloading the free Rave ICC Guardian app.

EMERGENCY CALL LOCATIONS

Call boxes directly linked to the Campus Police Department are located on the East Peoria Campus near the bridge approach between Lots A and B, by Lot C, Lot E, Lot G, Lot CC next to the sidewalk near College Circle, and in the Campus Housing parking lots. On the Peoria Campus, call boxes are located in Lots 1, 2, 3, 5, and 7. Many of these outside call boxes can be identified by a lighted blue pillar. Call boxes/phones are also located in all elevators and at various exterior doors on all campuses.

IN CASE OF EMERGENCY

- 1 Immediately notify Campus Police by calling (309) 694-5111 (5111 from on-campus location).
- 2 Identify yourself and give the extension number from which you are calling.
- 3 State nature of emergency.
- 4 In the case of an accident where a person is injured, after notifying Campus Police, remain with the victim and make the person as comfortable as possible.

Campus Police have the responsibility to notify proper personnel. Upon arriving at the scene, Campus Police will take charge.

FIRE

An alert tone followed by verbal instruction and flashing strobe lights indicates a fire emergency.

- 1 Everyone must evacuate the building in an orderly manner. Do not use elevators unless directed to do so by emergency responders.
- 2 Immediately after exiting the building, East Peoria Campus students proceed directly to the main parking lots. Peoria and Pekin Campus students proceed to the nearest parking lot.

3 Keep roads and walkways clear for emergency vehicles and crews. East Peoria Campus and Peoria Campus students should not leave campus in vehicles as it will cause interference with entering emergency units.

4 Do not reenter the building until notified by authorized personnel.

TORNADO

An alert tone followed by verbal instructions or a continuous steady blast of the Civil Defense Siren indicates a confirmed tornado sighting near the campus.

1 Seek shelter inside a substantial building. If there is no shelter nearby, lie flat in a ditch or low spot with hands shielding your head.

2 Listen for and follow instructions announced over public address systems.

3 College personnel should move everyone in their immediate area into the hallway or other safe area and away from all glass (windows, doors, etc.). View the ICC Emergency Response Guide online to see a list of designated areas to seek shelter.

4 College personnel should remain in the area with the people under their supervision until authorized personnel advise an all clear.

IF YOU ARE ATTACKED

- Go with your instincts, but be realistic about your ability to fight off someone; your instinct may be to run, scream, kick, hit, or bite.
- Your goal should be to escape safely and survive; cooperate if you think that resisting may lead to further harm.
- If a person with a weapon confronts you and wants your vehicle or property, don't resist. Give up your property and save your life.
- Try to remember as many details as you can and alert Campus Police as soon as possible.
- Constantly play the "what if" game to think about what you would do in a threatening situation. This will help prepare you to respond instinctively when a threat is encountered.

SEXUAL ASSAULT

If a sexual assault occurs on campus, Campus Police should be notified immediately.

Illinois Central College has established a Sexual Assault Response Team (SART) to provide emergency and follow-up services to victims of sexual assault within the college community. The team also coordinates prevention programs year-round to educate students, faculty and staff about topics such as date rape drugs, personal safety, self-defense, and acquaintance rape. More information about the Sexual Assault Response Team (SART) can be found at icc.edu/SART.

To talk with a member of the SART Team, call Counseling Services, (309) 694-5281, or the Center for Prevention of Abuse, (309) 691-0551. The College places the highest priority on protecting the health and safety of everyone in the college community and encourages anyone who has experienced sexual assault to seek assistance. More complete information is available at icc.edu/counseling.

EMERGENCY RESPONSE GUIDE

For further information regarding emergencies, evacuation procedures, and violent active shooter situations, view the ICC Emergency Response Guide online at icc.edu/emergency-guide.

CAMPUS CRIME LOG

In compliance with the Federal Jeanne Clery Act, a Daily Crime Log which includes the nature, date, time, general location, and disposition of each crime reported to the Campus Police Department is available for inspection at each Campus Police Department Office.

IMPORTANT NUMBERS (area code 309)

Emergency	694-5111
ICC Counseling Center	694-5281
Rape Crisis Line	694-4111
Peoria Police	673-4521
East Peoria Police	698-4700
Pekin Police	346-3132

Alcohol and Drugs Policy

It is the policy of Illinois Central College to prohibit the possession, use, distribution, exchange, or sale of any substance containing cannabis, any substance prohibited or controlled by the Illinois Controlled Substance Act, or any item made to appear significantly similar to cannabis or any controlled substance on ICC or Foundation property. The use, possession, or distribution of alcoholic beverages on campus, including Campus Housing, is also prohibited, with the exception of College-sponsored events where it has been authorized by the College or Foundation. **Even if you are 21 or older, you cannot have alcohol on campus, including your apartment at Campus Housing.**

Failure to observe these standards of conduct will result in disciplinary actions consistent with local, state, and federal law including, but not limited to, expulsion from ICC classes, banning from ICC property, administrative action and/or regulation violation enforcement, as well as possible arrest and prosecution. The bottom line: **Don't drink or use drugs on campus. You could get kicked out of school and be subject to local, state, and federal fines or jail time.**

The short version of the State of Illinois laws concerning alcohol and drug use ...

Possession of a fake ID is a crime whether you use it or not and carries a minimum \$500 fine as well as at least 50 hours of community

service. Possession of a fake driver's license can result in suspension of your right to drive in Illinois if you're under 21. It's against the law to make, sell, or give fake IDs to people who are under 21. One more thing—making a fake ID is considered forgery. That's a Class 3 Felony with a penalty of up to five years and/or a \$10,000 fine.

It's against the law to buy or give alcoholic beverages to people who are under 21, and if you are under 21 it is illegal for you to consume it. Just the possession of alcohol in any public place is illegal if you are under 21. These Class A misdemeanors can result in jail time of up to one year, up to two years of probation, suspension of driving privileges, and fines of at least \$500.

It is illegal for you to possess, deliver, or manufacture marijuana or controlled substances like cocaine, heroin, or amphetamines. The penalties and sanctions for these crimes get progressively more severe depending on the type of drug, amount you have, and if you are on or within 1,000 feet of school property.

It is illegal for you to drive under the influence of alcohol, drugs, or any combination thereof. A first conviction can result in a minimum of one-year loss of full driving privileges, imprisonment for up to a year, and a fine up to \$2,500.

The short version of the federal laws

concerning drug trafficking ... Federal drug trafficking penalties vary depending on the quantity and type of controlled substance involved, but include lengthy prison sentences and possibly millions in fines. Trafficking within 1,000 feet of a university results in penalties and fines twice as high.

ILLEGAL DRUGS AND YOUR FINANCIAL AID

If you're convicted of possession, under State Student Aid laws, you cannot obtain any government student aid, loans, or grants for one full year after your first conviction; for two years after your second conviction; and for an indefinite time after your third conviction. If you're convicted of selling drugs, under State Student Aid laws, you cannot obtain any government student aid, loans, or grants for two years after the first conviction and an indefinite amount of time for the second conviction.

HEALTH RISKS OF ALCOHOL AND OTHER DRUGS

Alcohol is directly involved in many injuries, assaults, and the majority of deaths in people under age 25. For all drugs there is a risk of overdose, which can result in coma, convulsions, psychosis, or death. Continued use of substances can lead to developing a tolerance, dependence/addiction, and withdrawal. Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems.

TREATMENT AND PREVENTION PROGRAMS

The College has developed a program to provide services related to drug and alcohol abuse. Students looking for more information can contact Counseling Services at (309) 694-5281, Room CC200, on the East Peoria Campus.

Further information about health risks, treatment, and prevention programs can be found on the Alcohol and Drug Abuse Policy and Prevention document on the ICC website at icc.edu/student-services

College Regulations Policy

Based on the authority provided in the Illinois Public Community College Act, the College has established a College Regulations Policy, enforced by members of the ICC Campus Police Department.

A Regulation Violation Notice may be issued to persons found to be in violation of these regulations. Issuance of a Regulation Violation Notice does not preclude college officials or law enforcement officers from any additional appropriate action including a lawful arrest.

INDEX OF COLLEGE REGULATIONS AND FINES

Alcohol / Illegal Drug Regulations

A. Alcohol / Illegal Drug Regulations

1. Possession / Consumption\$75
2. Party Attendance\$50
3. Party Host\$100
4. Under the Influence\$50
5. Deliver / Intent to Deliver Cannabis or Drugs\$150
6. Paraphernalia Possession\$50

NOTE: College-sponsored events where alcoholic beverage possession, consumption, or service has been authorized by the College or Foundation are exempt from the above listed alcohol-related regulations.

B. Property Regulations

1. Soliciting / Panhandling\$25
- 2a. Theft (\$50 or less)\$50
- 2b. Theft (more than \$50)\$100
- 3a. Trespassing (general)\$50
- 3b. Trespassing (secure area)\$100
4. Damage to Property\$100

C. Disturbance / Conduct Regulations

1. Disorderly Conduct\$25
2. Disrupt College Operations\$50
3. Loud Music / Noise\$50
4. Noncompliance with Authorities\$50
5. Deception\$50
6. Obstructing an Officer\$100
7. False Reporting a Crime or Emergency\$100

D. Weapons / Bodily Harm Regulations

1. Weapons Possession\$150
2. Assault\$50
3. Battery\$100
4. Hazing\$100

E. Miscellaneous Regulations

1. Smoking / Tobacco Usage\$25
2. Littering\$25
3. Usage of Banned Wheeled Devices\$25
4. Gambling\$25
5. Gang Recruitment or Representation\$100
6. Public Indecency\$100
7. Fireworks\$25

F. Parking Regulations

1. No Parking Area\$10
2. Staff Parking Area\$10
3. Visitor's Parking Area\$25
4. Restricted / Unauthorized Parking Areas\$20
5. Overtime Parking\$10
6. Disability Parking Area\$350
7. Unauthorized Parking Tag, Placard, or Plate\$50
8. Abandoned Vehicle\$50

To view the entire College Regulations Policy, visit the Campus Police page at icc.edu.

PAYMENT OPTIONS

Payments must be made by the end of the 15-day "Payment Due Date" listed on the notice to avoid further penalty. Payments can be made in the following ways:

- Online: Log in to eServices at icc.edu
- Phone: Call the Student Service Center (309) 694-5600 during business hours. VISA, MasterCard, and Discover are accepted.
- Mail: Mail payment along with the Regulation Violation Notice to:
Student Accounting
Illinois Central College
1 College Drive
East Peoria, IL 61635-0001
- In person: At any Student Service Center

Call (309) 694-5600 with any questions regarding payment options.

Regulation Violation Notices may be appealed by filing a College Regulations Violation Appeal Form at the East Peoria Student Service Center, L210 Library Administration Building, prior to the end of the 15-day "Payment Due Date" listed on the notice.

The College Regulations Appeals Committee, comprised of ICC students, faculty, and employees, will consider the appeals at regular meetings held during the academic year. A written notice of the Committee's decision will be sent to the appellant. The decision of the College Regulations Appeals Committee is final.

Failure to resolve the Regulation Violation Notice through payment and/or appeal will result in the doubling of the fine amount up to a maximum of \$300. The College reserves the right to take any additional legal steps within its authority to collect any unpaid fines, including placing a hold on the violator's College account and/or ability to conduct

College business—such as register for classes or receive final grades or transcripts—until the fine is paid.

Concealed Carry Policy and Weapons on Campus

ICC employees and students, persons conducting business, and visitors/guests are prohibited from possessing, using, or displaying weapons or firearms (as defined in the Weapons on Campus and Firearm Concealed Carry Policy) in or on all property owned, leased, controlled, or operated by ICC or the Educational Foundation. This includes concealed weapons or firearms and any item which replicates or has the appearance of a firearm, as well as knives with a blade length greater than three inches.

Exceptions to the policy include those authorized to be used in any weapons safety/ education course, athletic or recreational sport (e.g., starter pistols, archery), or theatrical production. The prohibitions of this policy shall not apply to law enforcement officers, including off-duty and retired, who are in compliance with all applicable local, state, and federal regulations and laws as well as armed employees as defined in 225 ILCS 447/Private Detective, Private Alarm, Private Security, and Locksmith Act of 2004 during the performance of their officially assigned duties who have received prior approval from the ICC Police Chief or designee.

Qualified individuals possessing a valid license to carry a concealed firearm may transport the firearm into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. The firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. ICC, including Campus Police, will not provide storage of firearms at any time.

Any person carrying a weapon onto ICC property may be subject to disciplinary action including, but not limited to, expulsion from ICC classes, banning from ICC property, administrative action and/or regulation violation enforcement, as well as possible arrest and prosecution.

To view the entire Weapons on Campus and Firearms Concealed Carry Policy, visit the Campus Police page at icc.edu.

Smoke Free/Tobacco Free Policy

Illinois State law required ALL college campuses to be smoke free/tobacco free starting July 1, 2015. Illinois Central College's Smoke Free/Tobacco Free Policy prohibits the carrying, using, burning, inhaling, or exhaling of tobacco product, including but not limited to cigarettes, cigars, pipes, cigarillos, smokeless tobacco, chew, snuff, herbs, hookah-smoked products, cannabis (including medical marijuana), and all forms of e-cigarettes or personal vaporizers.

Students in violation of the law are subject to a College Regulations Violation Notice (\$25 fine) and/or other disciplinary action as deemed appropriate by the ICC administration. Visitors and members of the public in violation of the policy may be required to leave the campus.

For more information on ICC's Smoke Free/Tobacco Free Campus and smoking cessation classes and workshops, visit icc.edu/smoke-free-tobacco-free.

Emergency Closings

Classes will meet as scheduled unless inclement weather or other emergency circumstances create conditions which necessitate closing the College. The administration will notify faculty, staff, and students of the closing of the College as soon as possible through the ICC MyAlert system and through the following radio and television stations: WMBD-TV Channel 31; WHOI-TV Channel 19; WEEK-TV Channel 25; WCBU 89.9 FM; as well as the College website, icc.edu, facebook.com/IllinoisCentralCollege, and twitter.com/IllinoisCentralCollege.

Parking

Violators are subject to parking-related fines in accordance with College policies and state laws. See the College Regulations Policy section for further information concerning fines and appeals.

Maps of all campuses can be viewed starting on page 22.

EAST PEORIA CAMPUS

Students may park in unregulated parking areas in Lots A, B, F, G, and near Dirksen Hall. Students are prohibited from parking in any blue-striped staff parking spaces and staff parking Lots E and CC at all times. Students may park in Lot C, but only after 4:00 p.m. Except for the use of designated 30-minute parking spaces, students are prohibited from parking in Visitor Parking Lot V. This applies to all students taking online or in-person classes on any campus on any day. Unauthorized vehicles may be towed.

Fifteen and thirty minute parking – Designated 15-minute parking spaces are located in Lot E and near the loading dock for loading/unloading heavy or bulky material. Designated 30-minute parking spaces are located in College Circle and in the Visitor Lot for use by any individual.

PEORIA CAMPUS AND PEKIN CAMPUS

Ample free parking is provided at the Peoria Campus and Pekin Campus. No special tags or stickers are required, except for designated "Disability" parking.

PERSONS WITH DISABILITIES

Designated "Disability" parking is available in lots on all campuses and is reserved for qualified individuals clearly displaying authorized Disability license plates and/or Disability placards.

Temporary disability parking passes (for a maximum of seven days) may be obtained from Campus Police. These passes are given for walking disabilities such as temporary use of crutches, foot surgery, etc. Those requiring passes in excess of seven days are to obtain a disability license plate and/or placard from the Illinois Secretary of State.

Sex Offender Registration

To be in compliance with the Illinois Sex Offender Registration Act, as amended January 1, 2012, convicted sex offenders required to register with law enforcement are also required to register in person with the ICC Campus Police Department within three days of the beginning of each semester they are enrolled at ICC. Students who fail to register are in violation of the registration act and face arrest and dismissal from the College. Further information can be found in the Annual Campus Police Safety and Fire Report (ICC Clery Act Report) at icc.edu/clery-act-report.

Financial Aid

Financial Assistance

Major types of financial assistance offered at Illinois Central College include the Federal Pell Grant, State of Illinois Monetary Award Program (MAP), Federal Direct Loan Program, Federal Work Study Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), scholarships.

To apply and to be considered for financial assistance you must:

- Complete the ICC Admissions form. The application can be completed by visiting icc.edu/futurestudents and select, "Apply Online Now."

- Submit the Free Application for Federal Student Aid (FAFSA). You must enter ICC's school code #006753 for your information to be processed by ICC. The FAFSA can be submitted electronically with the government at www.fafsa.ed.gov. The ICC Financial Assistance staff is able to provide assistance with completing the FAFSA. Please visit the Financial Assistance Office, (309) 694-5311 or financialaid@icc.edu for assistance.
- Have enrolled or have been accepted to enroll in a program of study requiring 24 credit hours or more.
- Be in compliance with the Satisfactory Academic Progress Standards (SAP) prior to and following receipt of financial assistance. All students applying for assistance must meet GPA (cumulative 2.0) and completion rate (cumulative 67%) requirements. In addition, the student must not have attempted the maximum hours allowed for the program. In general, this requirement is 1.5 times the number of hours required to complete the program. Students not meeting SAP standards will be notified in writing through their student email account. Students may be reinstated for financial assistance once they meet SAP requirements. Students may appeal their loss of assistance eligibility if extenuating circumstances exist. For a detailed explanation of SAP, please visit icc.edu/student/financial-aid/eligibility.
PLEASE NOTE: By law, all coursework on a student's transcript must be reviewed for purposes of determining SAP, even if previous hours attempted were not paid by Federal Student Aid.
- If additional information is requested by ICC, you will receive the request through your ICC student email account. All requested documentation must be received as soon as possible. Your FAFSA will not be processed until all documentation is received.
- If you are requesting student loans, you must submit all paperwork required. Visit icc.edu/student/financial-aid/types-of-financial-aid/direct-loan-program for a list of documents required for the loan application.

Students are encouraged to complete the FAFSA form as soon as possible after October 1 of each year. Applications are accepted throughout the year. However, completed applications received by June 1 of each year are given priority status when determining eligibility for limited funded grants such as FSEOG and Federal Work Study.

Return of Financial Aid Funds

Refer to page 24 of the College Catalog or the website icc.edu/admissions/financial-aid.

Financial Aid Overpayment

Refer to page 25 of the College Catalog or the website icc.edu/admissions/financial-aid.

Purchasing Textbooks with Financial Aid

Eligible enrolled students, whose grant, loan and/or scholarship funds exceed the outstanding charges on their student account, may be eligible to use a Bookstore charge to purchase books and supplies against their pending financial aid. These charges are automatically set up for Pell-eligible and loan student to use at the bookstore two weeks prior to the start of the semester for fall and spring semesters.

Bookstore charges close the third Wednesday of the fall and spring semester. All charges made by the student will be posted to their ICC student account and will remain as an outstanding balance owed until the financial aid funds are received by ICC.

Books and supplies required for classes must be purchased before any other bookstore items such as electronics and clothing can be purchased.

It is important that you have finalized your enrollment and have submitted all requested financial aid documents to ensure an accurate bookstore charge is set up in a timely manner for your use in the bookstore. If you do not have all requested items submitted to the financial aid office, you will not be eligible for a bookstore charge.

Remedial Coursework

By law, federal student aid funds can be used to pay for up to 30 credit hours of remedial coursework. If the student has reached the maximum hours allowed, the student is notified prior to disbursement for the semester. Once the maximum number of remedial hours have been taken, the financial aid award is determined by subtracting the remedial hours from the total hours attempted for the current semester. The award is then calculated based on the remaining hours on the student class schedule.

Retaking Coursework

By law, federal student aid funds can be used for one repeat enrollment of a previously passed course. This applies when the original attempt at the course was paid for by financial aid. Federal student aid regulations state a passing grade for purposes of this law is any grade higher than an "F", regardless of any school or program policy requiring a higher qualitative grade for determination of passing the course. If a student withdraws before completing the course that they are being paid financial aid for retaking, then that is not counted as their one allowed retake for that course.

Pell Grant Lifetime Eligibility Limits

Refer to page 25 of the College Catalog or the website icc.edu/admissions/financial-aid.

Student Loan Information

Refer to page 25 of the College Catalog or the website icc.edu/admissions/financial-aid.

Student Loan Default

Refer to pages 25 and 26 of the College Catalog or the website icc.edu/admissions/financial-aid.

Direct PLUS Loans

Refer to page 26 of the College Catalog or the website icc.edu/admissions/financial-aid.

Subsidized Loan Limit

Refer to page 26 of the College Catalog or the website icc.edu/admissions/financial-aid.

Scholarships

Educational Foundation • East Peoria Campus
Room L425 • (309) 694-5530

Financial Assistance • East Peoria Campus
Room L211 • (309) 694-5324

Scholarships are offered through the Illinois Central College Educational Foundation, a nonprofit, tax-exempt organization established to support the College. The mission of the Illinois Central College Educational Foundation is two-fold:

- To assure access to higher education for our community – the Educational Foundation Scholarship Program seeks to ensure cost is not a barrier for individuals who seek a college education. Information about Foundation scholarships is available through the Financial Assistance Office, L211, or on the web at icc.edu/admissions/scholarships. Students can apply for scholarships via the website from January 15 through April 1 for the upcoming fall semester.
- To enhance the quality of education offered by ICC – the Educational Foundation enhances the quality of instruction at ICC by funding faculty/staff development, technology and equipment, and special projects of the college.

The Foundation accomplishes its mission by securing charitable contributions, forming partnerships with business and industry, and pursuing grant funding.

Special Academic Services

East Peoria Campus
Room 215E • (309) 694-5170

Peoria Campus, Arbor Hall
Room A102D • (309) 690-6830

Financial assistance to purchase required books and supplies is available to qualified applied science and certificate students. Special Academic Services also provides financial support to students enrolled in applied science programs leading to a nontraditional career. Nontraditional

careers are defined as occupations in which individuals from one gender comprise less than 25% of all the individuals employed in that occupation. Academic support services include study skills assistance, schedule planning, and tutoring for specific health programs at ICC.

Student Policies & Procedures

Animals

Animals are permitted in College-owned or leased buildings only under the following conditions:

- Laboratory animals used for research, observation, or demonstration purposes are permitted in College-owned or leased buildings. All laboratory animals are the direct responsibility of the person in charge of the project with which the animals are connected.
- Animals associated with entertainment productions or promotional events are permitted in College-owned or leased buildings only if the animals are under the direct control of their trainer or an individual connected with the event.
- Animals are permitted in College-owned or leased buildings when they are engaged in safety or security work that has been authorized by College officials.
- Certified Service Animals are permitted in College-owned or leased buildings when being utilized for the assistance of persons with diagnosed conditions or impairments which designate the use of a service animal.

Children on Campus

The College will not permit children left unattended in learning and support areas. If children are found to be unattended in these areas, the ICC Police Department will be notified immediately. Additionally, children will not be allowed in classrooms or other similar settings when the sole purpose is to provide child care during the scheduled class or activity. If a student has extenuating circumstances regarding child care arrangements, the student needs to contact the instructor or other appropriate College personnel in advance of the class/learning activity to discuss the situation and determine what options may be available to the student. The student will need to talk to their instructor for possible make-up options.

Course Withdrawal and Changes

When necessary to withdraw from a course or courses, you may do so at any time until 75% of the class has elapsed.

Withdrawals are accepted online, by mail, by fax, or in person at the East Peoria Campus (L211) or the Peoria Campus, Arbor Hall.

If you experience problems when trying to withdraw online, you must contact the ICC Help Desk within 24 hours of your attempt so that we may research the problem. Call the ICC Help Desk at (309) 694-5457 or email enroll@icc.edu. If you do not make this contact, your situation will be handled in accordance with the current ICC enrollment policies.

Students may withdraw from a class until the withdrawal date listed on their class schedule. If a student withdraws after the withdrawal date, they will receive a grade of "WF" (withdraw failing). This grade factors into the student's GPA as a grade of "F." All students are financially responsible for tuition and fees for classes that they enroll into during a semester. However, if the withdrawal occurs on or before the refund date listed on the class schedule, the student may be entitled to a refund of tuition.

MAILED OR FAXED WITHDRAWALS

The envelope or fax must bear a postmark prior to or on the withdrawal (or refund) date printed for the course on your class schedule.

Mailed or faxed withdrawals received during the weekend that bear the appropriate date on the envelope or fax receipt will be processed the following business day. If you have any questions, please contact Enrollment Services for verification.

WITHDRAWAL FOR NONATTENDANCE

Students who are identified as a nonattender by their instructor may be withdrawn from the class at midterm. Students recorded as nonattenders will be notified by mail that they have been administratively withdrawn from the class **without refund of tuition. Instructors have individual and often varying policies regarding nonattendance withdrawals. Do not assume you will be withdrawn if you never attend or stop attending a class.**

If space is available, students may reenroll in a class from which they have been withdrawn with instructor approval (see "Late Enrollment").

Nonattendance without an official withdrawal constitutes a failing or unsatisfactory grade.

Students are financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

Discrimination and/or Harassment

DISCRIMINATION

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with, or be subject to discrimination of any kind by the College. Inquiries and complaints may be addressed to the Vice President of Diversity Community Impact at (309) 694-5561.

DISCRIMINATION COMPLAINT PROCEDURE

Students with a discrimination complaint should make direct contact with the Compliance officer: Margaret Lawler. (309) 690-6929, margaret.lawler@icc.edu. The complete description of the Discrimination Complaint Procedure can be found at icc.edu/students/student-services.

SEXUAL HARASSMENT DEFINITION

For purposes of this policy, sexual harassment is defined, as in the Equal Opportunity Commission Guidelines, as any unwelcome, unsolicited sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- 1 submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status,
- 2 submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- 3 such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

- Unwanted sexual advances
- Subtle or overt pressure for sexual favors
- Unwelcome sexual jokes, comments, innuendos, advances, propositions, or abusive personal remarks
- Verbal abuse of a sexual nature
- Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies
- Sexually explicit displays or distribution of pictures, materials, or objects in the work area
- Offering or implying a reward or threat concerning academic assignments, grades, discipline, or other terms or conditions of the academic situation in exchange for sexual favors

- Demeaning behavior including but not limited to staring, leering, pinching, obscene gestures, touching and other physical conduct or blocking the movements of another person
- Obscene, pornographic, discriminatory, or sexually explicit phone calls, emails, or other communications.

HARASSMENT DEFINITION

(Excluding sexual harassment or discrimination as defined above.)

Enrollment at Illinois Central College includes obligations with regard to conduct both in and out of the classroom. Employees and students are expected to conduct themselves appropriately within the academic community. When employees or students fail to observe the general standards of conduct established by the College, they shall be liable to disciplinary action. Behaviors (excluding discrimination and sexual harassment as outlined above) that create a hostile environment for other individuals and disrupt the educational or work environment may be classified as harassment. Disruption of the educational process and violation of the rights of others constitutes irresponsible behavior and is subject to disciplinary action.

Some actions may include, but are not limited to, actions or threats endangering life and property; flagrant disruptiveness in the classroom, or on or about College property, or at College-sponsored functions; explicit use of profanity or obscenity; threatening others with bodily injury; bullying; or stalking.

SEXUAL AND OTHER HARASSMENT COMPLAINT PROCEDURE

The complete description of the Sexual and Other Harassment Complaint Procedure can be found at icc.edu/students/student-services. Students may contact the Compliance Officer at (309) 690-6929 for assistance with the procedure.

IMPORTANT CONSIDERATIONS

PRIVACY. At each step, these procedures seek to protect, insofar as practical and appropriate under the circumstances, the privacy of individuals involved in the complaint. Both in fact finding and in the final disposition of the complaint, reasonable efforts will be made to carry out the procedures confidentially.

PROTECTION AGAINST RETALIATION.

Retaliation against an individual for reporting sexual harassment or other forms of harassment or assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated. Constructive criticism and supervisory actions regarding performance or other workplace issues are not retaliation.

RECORDS. The College will maintain a written record of each formal complaint and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate. Written records will normally be maintained for at least the same period as other personnel records are maintained.

FALSE AND MALICIOUS ACCUSATIONS. False and malicious complaints of sexual or other forms of harassment, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to appropriate disciplinary action.

TIMELINESS IN REPORTING HARASSMENT. The College encourages the prompt reporting of complaints or concerns so that rapid, constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of sexual or other forms of harassment.

The complaint procedures described above are the only internal procedures available for complaints of discrimination, sexual harassment or other types of harassment. Other available resources for information include:

The Illinois Department of Human Rights
Chicago: (312) 814-6200
Springfield: (217) 785-5100

Equal Employment Opportunity
Chicago: 1-800-669-4000

Romantic Relationships

ROMANTIC RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

Employees of Illinois Central College shall not be romantically or sexually involved with a student whom he or she teaches, advises, coaches, mentors, or supervises in any way.

This policy will be supported by guidance regarding employee-student relationships such as appropriate language, suggested behaviors to avoid, and steps for modifying a present or potential situation, i.e., reporting the conflict, changing advisors, instructors, etc. Adopted by the Board of Trustees on October 16, 2014.

Equal Opportunity/ Affirmative Action

Illinois Central College is accredited by the Higher Learning Commission of North Central Association of Colleges and Schools. It is the policy of this College that no person, on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran's status, shall be discriminated against in employment, in educational programs and activities, or in admission. Inquiries and complaints may be addressed to the Vice President of Diversity and Community Impact, Illinois Central College, 1 College Drive, East Peoria, IL 61635-0001, (309) 694-5561. (Revised: February 2008)

SECTION 504 OF THE REHABILITATION ACT OF 1973

Illinois Central College shall provide that no otherwise qualified individual with a disability, shall solely by reason of disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity engaged in by the College as required by Section 504 of the Rehabilitation Act of 1973. Inquiries and complaints may be addressed to the Vice President of Diversity and Community Impact, Illinois Central College, 1 College Drive, East Peoria, IL 61635-0001, (309) 694-5561.

Minimum Age Policy

UNDERAGE STUDENT ENROLLMENT

Students under the age of 16 who wish to enroll in any courses (including dual credit courses) must petition the Dean of Students. Students will be asked to complete the appeal form, have completed the Compass tests, provide a transcript including all completed course work from the current school, and provide additional information as indicated on the form. Once the documentation is provided, an appointment can be made by calling the Dean of Students at (309) 694-8501.

PROCESS

The paperwork and initial meeting with the Dean of Students will serve as an evaluation of the proposed course work, as well as the academic and emotional preparedness of the student for college-level course work. The Dean will confer with the appropriate faculty member and dean prior to the face-to-face meeting with the student to determine the academic preparedness needed and any potential challenges or exceptional characteristics of the course that may be relevant to the decision. The faculty member and dean have the ability to deny entrance into a class. If the faculty staffing for a class changes, the course enrollment will be reviewed with the new faculty member. Students will not be permitted to enroll in developmental course work unless there are extenuating circumstances that require this enrollment.

The Dean will use the feedback and recommendation of the faculty member and dean in determining student eligibility for an individual course in conjunction with the face-to-face meeting.

The face-to-face meeting will discuss issues including course content, course modality, academic rigor, FERPA, safety and legal issues, and other important aspects regarding underage enrollment. Students must also provide a letter from the school principal or other designated official that indicates their recommendation or support of the student for college-level course work. If the enrollment is approved by all parties involved, the student will be allowed to enroll in the course.

Registration (Enrollment)

Students are encouraged to plan their educational programs early with their advisors in order to take advantage of early registration and schedule classes convenient to individual study and work requirements. Students who find it necessary to change classes after registration, add and/or drop a class, or withdraw from the College should consult with their assigned advisor.

Enrollment changes must be completed prior to the published withdrawal date for individual classes and may be completed in the Enrollment Services office on any of ICC's three campuses. Changes prior to the published withdrawal date may also be made by mail or fax (withdrawals only), or at icc.edu.

Students who have not met all financial obligations to the College are not allowed to enroll for subsequent semesters.

LATE ENROLLMENT

It is expected that students should enroll for classes prior to the start of the semester. To enroll during the **first week** of full semester classes:

- 1 student may enroll into a class through the business day prior to the first class meeting,
- 2 if the class is meeting for the first time that day or has already met, then students must go to the class and get the instructor's signature on the enrollment card. The signed enrollment card must then be submitted to Enrollment Services.

Students considering enrolling after the first week of classes are encouraged to pursue 12- and 8-week classes for the semester.

For 12-week, 8-week, and summer session classes, students can enroll with the instructor's signature prior to the second meeting of the class.

Request for Late Withdrawal

Withdrawal from courses after the end of semester will be allowed only when justified by serious and extenuating circumstances outside the student's control. These may include documented severe illness or accident to the individual or a member of their immediate family. The following issues are not considered justifiable:

- the desire to improve grade point average
- unawareness of withdrawal procedures
- personal choices that prohibit course completion

Requests for late withdrawal from classes that occurred more than three years ago will not be accepted.

For more information, or to request a "W" grade, contact the Dean of Enrollment Services, East Peoria Campus, Room L211, (309) 694-5217.

Retaking Classes

Students may retake a class attempted at this institution for which they received a grade. Retaking of program specific courses may require department approval prior to student continuing in program of study. If a student retakes a class, all grades will remain on the transcript, but only the highest grade will be calculated in the Illinois Central College cumulative grade point average. Students receiving financial assistance should refer to the Retaking Coursework section on page 8 to determine how repeats will affect their eligibility. Questions regarding repeating classes should be directed to Enrollment Services, East Peoria Campus, Room L211.

Note: Students planning to transfer to another college are cautioned that many colleges include all grades earned to compute the transfer cumulative grade point average.

HEALTH CAREERS READMISSION

A student who has been admitted to a Health Careers program and who has (a) received a grade lower than "C", or (b) received an unsatisfactory grade in a health program course, or who has (c) withdrawn, may seek readmission by initiating a written request to the program director. A student may be readmitted to the program only once and may repeat such a course only one time.

A student who seeks readmission may be asked to demonstrate retention of previously learned skills or may be required to repeat the entire program vocational sequence. Space availability is a consideration in evaluating the readmission request.

Questions regarding repeat of Health Careers classes may be directed to Health Careers, 309-690-7530.

Grade Appeal Process

The Grade Appeal Process is designed to provide students and faculty with a fair and structured process to review a grade issue or discrepancy. Only final course grades may be appealed through this process.

The process, in brief, is explained in these steps:

INFORMAL APPEAL

1 Student must identify a grade issue/ discrepancy and contact the instructor (in person or by email) to discuss the issue and a possible resolution. The contact must be within 15 business days from the scheduled course final exam date.

2 If the student does not receive a response from the faculty member within 10 business days, the student should contact the Department Dean/Associate Dean. The Dean/Associate Dean will notify the instructor of the grade issue.

3 The student and instructor may schedule a time to meet to discuss the grade issue or correspond by email or phone to determine if the issue can be resolved informally.

If the issue is not resolved through this process, the student can request a formal review. A student must complete the informal appeal process before moving to the formal process. If an extenuating circumstance exists that prevents this informal process, the student must contact the Department Dean/Associate Dean or the Vice President of Student Services.

FORMAL APPEAL

A student must complete the informal appeal process before moving to the formal process.

4 The student must request a Grade Appeal form from the Vice President of Student Services (VPSS) office (East Peoria Campus – Room L432.) The student must submit the Grade Appeal form, along with supplemental evidence to support the appeal. The form and supporting documents must be submitted to the Academic Department Office within five business days (except in extraordinary circumstances) of the completion of the informal process.

- Upon receipt of the completed Grade Appeal form and supporting evidence, the academic department will schedule a meeting between the student, the course instructor and the Department Dean. The Dean will serve as the mediator for the meeting.
- In situations involving an objection to a face-to-face meeting, the student or instructor can request to meet separately with the Department Dean.
- The Department Dean will provide written notice of the resolution to both the student and instructor, via ICC email, within three business days of the meeting.

5 If the issue is not resolved through step 4, the student may request a formal review by the Grade Appeal committee.

- Within five business days of receipt of the emailed resolution from department dean/associate dean, the request for the grade appeal review must be made through the Vice President of Student Services.
- The Vice President of Student Services will notify the co-chairs of the Academic Standards Committee to convene the formal review by the Grade Appeal committee.
- The student and the faculty member are encouraged to provide a written summary and documented evidence supporting his or her position to the contact person above a minimum of two business days in advance of the scheduled date of the Grade Appeal Committee. Only written materials submitted in advance will be considered by the Appeal Committee.

6 The Grade Appeal committee is comprised of a subset of members from the Academic Standards committee. The Grade Appeal committee will include a minimum of one administrator and two faculty members, with at least one faculty from the academic department from which the appeal originated. In the event an available academic department representative is not available, a designee from the Faculty Senate can be appointed.

7 The Grade Appeal Committee will review the documentation and make a determination regarding the appeal. The Grade Appeal Committee may request additional information as needed. The decision of this committee is final.

icc.edu/student-feedback/formal-grievance/grade-appeals

Student Conduct Code

EDUCATIONAL RIGHTS AND RESPONSIBILITIES

Students have the same rights accorded all citizens, including the right to free, open, and responsible discussion and inquiry, and the right to a quality education in a program of study provided by competent instructors. It is the right of each student at Illinois Central College to:

- study any controversial issue with political, economic, or social significance and concern
- have free access to all relevant information, including materials which circulate freely in the community
- study under competent instructors in a healthy, responsive atmosphere free of bias and prejudice
- form and express personal opinions on controversial issues without jeopardizing their relationship with instructors or the College
- be treated fairly and with full respect
- be accorded the best efforts of instructors, including access through regular office hours.

In return, students are expected to conduct themselves as responsible members of the academic community. Disruption of the educational process and violation of the rights of others constitutes irresponsible behavior. Faculty members reserve the right to establish a classroom environment that is conducive to learning and equitable to all.

Specific responsibilities of Illinois Central College students include:

- attending classes regularly and explaining reasons for absences to instructors
- intelligent care of equipment and facilities used
- abiding by the expectations established in the course syllabus
- actions characterized by honesty
- refraining from:
 - giving false or misleading information to any College official or tampering with any College record
 - possessing or taking any narcotic, stimulant, or drug except as prescribed by a physician
 - giving, exchanging, or selling any drug to another person
 - possessing or consuming any alcoholic beverage on campus
 - giving, exchanging, or selling such beverages to another
 - using the College name or emblem in an unauthorized or unseemly manner.

Contrary actions such as plagiarism or giving unauthorized help on examinations may result in disciplinary action ranging from a failing grade for the assignment or exam to dismissal from the College.

For more information see “Academic Misconduct” on page 1.

Students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. These are enforced by appropriate civil, state, or College authorities. If students are in doubt about any particular matter, they should consult the Dean of Students, East Peoria Campus, Room L221.

STUDENT CONDUCT AND DISCIPLINE

Enrollment at Illinois Central College includes obligations with regard to conduct both in and out of the classroom. Students are expected to conduct themselves appropriately within the academic community.

When a student or group of students, either on or off-campus fails to observe the general standards of conduct established by the College, the student(s) shall be liable to disciplinary action.

For further information on the Code of Conduct please visit icc.edu/students/student-services.

DISCIPLINARY DUE PROCESS

A student who has been charged with any offenses listed previously or who has been recommended for dismissal for an egregious case of academic dishonesty shall be entitled to the following due process procedures.

Information regarding student conduct proceedings can be found in the Code of Conduct at icc.edu/students/student-services.

Student Services & Organizations

Academic Advisement

East Peoria Campus
Room CC200 • (309) 694-5281

Peoria Campus, Arbor Hall
Room NA002C • (309) 690-6824

Students who want to enroll in 12 semester hours or more must have advisor approval.

Part-time students are strongly encouraged to seek advisement before enrolling each semester.

Academic Advisement can help you plan your schedule and register for classes; choose classes that will transfer to four-year colleges or universities; develop a program of study that lists all the classes you need to meet Illinois Central College's certificate and/or degree requirements; find a departmental advisor after you decide on a major; discover other support services available on campus; and explore curriculums that match your interests and abilities.

You may be assigned to a faculty/department advisor or to the Advisement and Counseling Services office for advisement. The name of your advisor can be obtained from grade reports, departmental offices, or the Advisement and Counseling Services office, Room CC200. Contact your advisor during scheduled office hours.

Academic Records

East Peoria Campus
Room L211 • (309) 694-5600

Student academic records are permanently maintained by Enrollment Services. Class and earned grade records (transcripts) are used for future educational and employment reference. **It is your responsibility, as a student, to read and understand College policies regarding enrollment, withdrawal from courses, and your academic record at the College.** Our staff is willing to answer any questions or concerns you may have.

Academic Support Center

East Peoria Campus
Library Balcony • (309) 694-5768

Peoria Campus • Student Center
Room S210 • (309) 690-6833

The Academic Support Center offers free academic assistance to ICC students. Services include tutoring, computer-assisted learning, supplemental materials, Internet research, Blackboard (ICC's online course management system), and study tips.

Hours and tutoring schedules are found at icc.edu/academicsupport. Click on “Students,” and then “Academic Support.”

THE STUDIO @ ACADEMIC SUPPORT CENTER



East Peoria Campus
Library Balcony • (309) 694-5292
thestudio@icc.edu

Peoria Campus, Arbor Hall
Room S212

The Studio offers ICC students one-on-one help with papers at any level for any class. The Studio consultants use personalized writing strategies to work with individual learning styles. This creative, fun space is the ideal place on campus for idea generation, drafting, and revision help. Technology offered at The Studio includes computers with wireless Internet access, laptops, and a MediaScape display. In addition to one-on-one assistance, The Studio offers useful, hands-on workshops on a variety of writing issues. Students are encouraged to call ahead to schedule a 30-minute consultation, but walk-ins are also welcome.

Access Services

East Peoria Campus
Room L220
(309) 694-5749 (VOICE)
(309) 694-5721 (TTY)
(309) 694-5721 (VRS)



In accordance with the revised Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, the Office for Access Services assists students with disabilities in obtaining reasonable accommodations to access their classes and the campus. ICC offers support services to students with varying disabilities including health, physical, psychological, sensory, learning, and temporary disabilities.

Accommodative services and adaptive equipment are available based on individual student needs. Services include interpreting, peer note-taking assistance, adaptive equipment, assistance with contacting publishers for textbooks in alternate format, enlargements, tactile graphing of papers, Braille equipment and translation software, and special testing accommodations for classes. The office provides advisement and consultation to students. Tutoring is available for students in the Learning Labs. Students with disabilities seeking academic accommodations must provide written documentation of their disability from appropriate professionals with recommendations for the types of accommodations needed. Further information regarding specific documentation requirements and procedures may be found on the ICC website under Access Services – icc.edu/around-campus/access-services.

TTY PHONE NUMBERS

Office for Access Services 694-5721
Video Relay Service (VRS). 694-5721

The TTY in the Office of Access Services is a dedicated line with an answering machine for added convenience.

Students needing information on accessible parking should contact Campus Police, Room 103A, (309) 694-5223.

Power four-wheel scooters are available for general use at the Peoria Campus and East Peoria Campus. Individuals having mobility needs may check out a scooter from the information desk on a first-come, first-served basis. A photo ID is needed for checkout.

Activities and Organizations

STUDENT LIFE

East Peoria Campus
Room 303A • (309) 694-5201

Campus-wide services provided by Student Life include New Student Orientation (NSO), bulletin board posting, scheduling of organization facilities, assisting organizations with event planning, and providing resources for students to become involved.

Students have many opportunities for interaction and campus involvement outside of the classroom through a broad range of social, recreational, cultural, and intellectual programs and activities that extend academic learning into real life applications and experiences. These opportunities include concerts, travel, intramural sports, performing groups, lectures, theater, leadership development, community service, and student organizations.

STUDENT ORGANIZATIONS

Over 30 different student-run organizations operate on campus and provide membership opportunities for students to share common interests, expand educational experiences, and enhance career and leadership development.

All organizations are faculty or staff advised, and enjoy full freedom to recruit members from the student body on the basis of scholarship, skills, interest, or other criteria consistent with the purposes and ideals of individual organizations.

Additional organizations are formed according to student interest. Aims, objectives, and activities of the proposed organization must be in compliance with the policies and regulations of Illinois Central College. Please contact Student Life for more information about starting a new organization.

Co-CURRICULAR ORGANIZATIONS

Generally open to students in these majors:

- Agri-Business Club
- American Institute of Architecture Students (AIAS)
- Association of Math, Engineering and Science Students (AMESS)
- Clinical Laboratory Technicians (CLT)
- Diesel Powered Equipment Technology (DPET)

- Emergency Medical Services Club (EMS)
- Horticulture Club
- Mechanical Engineering Technology Club
- National Technical Honor Society
- Radiography Club
- Respiratory Therapist Club
- Sign Language Interpreters/Growth and Networking (SIGN)
- SkillsUSA
- Student American Dental Hygienists Association
- Student Nurses of ICC (SNICC)
- Student Occupational Therapists Association
- Surgical Technologists Student Association
- Think Big Power Club
- World Organization of Webmasters

EXTRACURRICULAR ORGANIZATIONS

Open to all interested students:

- Bass Fishing Club
- Campus Activities Board
- Campus Crusade (CRU)
- Chi Alpha Christian Fellowship
- College Level Gaming (CLG)
- ICC Student Veterans Club
- International Club
- Phi Beta Lambda (PBL)
- Student Association for the Environment (SAFE)
- Student Government Association (SGA)
- Understanding Individuality Through Education (UNITE)
- Vagabond Art Club

BULLETIN BOARDS

Posters, notices, flyers, etc., are approved and posted by each department on unrestricted or general use bulletin boards located throughout campuses. The following restrictions must be observed:

- nailed, tacked, or stapled to any wooden surface on campus
- placed in or on any vehicle on campus
- taped to, or painted on, glass surfaces inside or outside buildings.

Items shall be displayed for a period not to exceed 30 days prior to the event. Classified ads are posted and approved by Student Life and placed on the community bulletin boards for a maximum of four weeks. Unapproved posters and materials placed in unauthorized locations will be removed. For a complete copy of ICC's posting policy, contact Student Life, East Peoria Campus, Room 303A, (309) 694-5201.

FORENSICS

Forensics is a comprehensive program of speech activities open to all members of the student body on a non-audition basis and includes competitive College tournaments throughout Illinois and one national tournament each year in a different U.S. city. Individual events include oral interpretation, prose reading, poetry, drama, informative speaking, persuasive speaking, rhetorical criticism, speech to entertain, impromptu, extemporaneous speaking, and IPDA style debate. Group competition includes duo, parliamentary debate, and readers theatre. Previous experience in speaking is not necessary for these extracurricular activities. Additional information is available in the Arts and Behavioral Sciences Department, East Peoria Campus, Room 124A.

FUNDRAISING/RAFFLES

The College permits controlled sales and solicitations. Recognized student organizations are encouraged to raise funds to support their activities; however, such fundraising efforts are prohibited unless prior authorization has been obtained from the Manager of Student Life.

The designate raffle applications must be completed, reviewed, and approved by the Manager of Student Life. The cost of the application must be paid for by the organization.

Sales campaigns and collections are restricted to specific locations and times designated by the Manager of Student Life. Fundraising campaigns related to off-campus charities and benefits are prohibited unless sponsored by a campus organization and cleared through the Manager of Student Life, East Peoria Campus, Room 303A.

HONORARY ORGANIZATIONS

ALPHA DELTA NU

Honor society for nursing students who have maintained a 3.0 average or above in nursing courses, and a cumulative GPA of 3.0 or above after the first two semesters of the nursing program. Students cannot have failed any previous nursing courses. Eligible students will be invited to provisional membership at the beginning of the third semester of the core curriculum. Full membership will be granted after reviewing grades after completion of the third semester of study during the second year of core curriculum. Eligible students must have demonstrated conduct on campus and in the clinical areas that reflects integrity and professionalism.

PHI RHO PI

National two-year college forensic honorary society. Membership is open to all two-year college forensic competitors in good academic standing with their member institution. Students in good standing with the local chapter (Zeta) can be recommended for induction into the national organization.

PHI THETA KAPPA, UPSILON MU CHAPTER

The only international honor society for two-year college students, Phi Theta Kappa, recognizes academic excellence and provides scholarships totaling \$32 million, career placement resources, leadership development, and service opportunities.

Each spring and fall semester, Upsilon Mu invites students who have completed 12 semester hours (courses numbered 110 and above) and earned a 3.5 cumulative grade point average to join.

SIGMA KAPPA DELTA

National two-year college English honor society. Membership is open to students who complete one college transfer-level English course with a "B" or better. Students must have a minimum grade point average of 3.3 (on a 4.0 scale) in all transfer-level courses after completing one semester of college. Eligible students will be mailed letters of invitation at the beginning of each semester. After students accept membership, leadership positions within the honor society are available. Students are not required to be English majors to be members of SKD.

INTERCOLLEGIATE ATHLETICS

East Peoria Campus

Athletic Director, CougarPlex 124

(309) 694-5429

Assistant Athletic Director

(309) 694-5119 or (309) 694-5494

Illinois Central College is a member of the National Junior College Athletic Association for men and women. Students who meet eligibility requirements established by the College and by the NJCAA are encouraged to inquire about participating with the head coach of the appropriate sport. Competition for men includes cross country, golf, soccer, basketball, and baseball. Women's sports include cross country, soccer, volleyball, basketball, and softball.

Individual athletes and teams have successfully represented Illinois Central College in state, regional, and national tournaments. Visit athletics.icc.edu for more information.

To provide your information as a potential recruit, go to athletics.icc.edu, click on the sport of choice, the "Recruit Me" button, and the information boxes. Your submitted profile is then submitted directly to the appropriate coach.

INTRAMURAL ATHLETICS

A comprehensive intramural sports program provides students an opportunity to compete in a sport or recreational activity suited to their varied interests and abilities. Information on eligibility, schedules, and guidelines is available in the CougarPlex office, Room 133, 694-5494.

MUSIC GROUPS

East Peoria Campus

Arts and Behavioral Sciences Department
Room 124A • (309) 694-5113

The Chamber Singers and Vocal Jazz Ensemble are select vocal groups that perform on campus and in the community each year. Membership is based on auditions at the beginning of each fall semester. Concert Band and Concert Choir are groups open to students with previous band or choral experience. Jazz Band conducts auditions at the beginning of each semester for experienced musicians of brass, woodwind, guitar, piano, and percussion instruments. This performance group performs both published and original music throughout the community. Students earn transfer credit (see College Catalog).

PERFORMING ARTS CENTER

Current programming includes a Guest Artists Series of major-talent acts, student theatrical performances, concerts by student performing groups, concerts by community-related performing groups, and art exhibits. Contact the Box Office at (309) 694-5136 or visit ArtsatICC.com for more information.

RECREATION

A variety of recreational activities are available for students and the College community when not in use for class instruction. Lighted tennis courts, the gymnasium, nature trails, and the disc golf course are available for your enjoyment. Contact 694-5427 for information and scheduling for the tennis courts and gym. The nature trails and disc course have open availability until dusk.

SPEECH AND DEBATE

East Peoria Campus

Arts Behavioral Sciences Department
Room 124A • (309) 694-5113

The ICC Speech and Debate teams are student who travel across the state and country competing in collegiate-level competitive forensics. The students prepare a wide range of speeches in a range of categories including individual and paired debate, public address, limited preparation, and interpretive events. The team is available to anyone on campus who is committed to improving communication skills, particularly those with an interest in social justice. There are a limited number of tuition waivers which are awarded at the start of the fall semester. Students earn transfer credit (see College Catalog.)

STUDENT/FACULTY COMMITTEES

ICC believes its students, as members of a democratic community, should be provided with opportunities for active and effective participation in College affairs. Student Government Association members and students at-large are appointed to serve on campus-wide student/faculty committees.

These committees include, but are not limited to:

- Academic Outcomes Assessment Committee – facilitates, supports, explores, and develops the skill, art, and procedure of assessment of student academic achievement. Also designs, oversees, and reviews the ICC Assessment Plan.
- Academic Standards Committee – reviews and develops academic policies such as grading procedures, late withdrawals, etc.
- Calendar Committee – develops College academic calendar, making recommendations for beginning and ending dates of semesters, breaks, final exam periods, etc.
- Curriculum Committee – reviews proposals for new academic programs and courses and makes recommendations for approval or denial.
- Diversity Committee – develops and promotes a more multicultural campus through events, workshops, and partnering with the community.
- Gallion Award Committee – reviews student nominations of full-time faculty and selects recipients for this annual award for outstanding teaching.
- General Education Committee – reviews the College's general education requirements and how students are meeting them. Also recommends improvements.
- *Harbinger* Advisory Board – Along with professional journalists and members of the College community, offers advice and support for the campus newspaper.
- Outstanding Graduate Selection Committee – reviews nominations for outstanding graduate and selects award recipient.
- Student of the Year Selection Committee – reviews faculty nominations for Student of the Year Awards and selects recipient(s). Meets once, usually in April. Two student representatives.
- Traffic Committee – reviews traffic fine appeals, campus traffic safety, parking.

STUDENT EVENT SCHEDULING

Requests for scheduling student events or activities are initiated with Student Life staff, East Peoria Campus, Room 303A, who will assist registered student organizations in arranging services and facilities as necessary. Requests, which must be sponsored by an officially recognized student organization, must be submitted at least 15 business days prior to the week of the scheduled activity or event. In addition to films, concerts, social gatherings, membership drives, and fundraising activities, this procedure applies to campus appearances by guest speakers and political candidates.

STUDENT GOVERNMENT ASSOCIATION

East Peoria Campus
Student Life Office
Room 303A • (309) 694-5201

The Student Government Association (SGA) is the official organization through which students make recommendations regarding student concerns to the administration. Representatives are elected for one-year terms by the entire student body. Elections for Student Government are held at the beginning of the fall and spring semesters. To qualify as a candidate for SGA, students must be enrolled for six or more hours of academic study, be in good standing with the institution, and maintain a 2.00 cumulative grade point average at the time of election and throughout their tenure of office. Incoming freshmen are not subject to academic standards until the end of their first semester. Students may also serve in non-elected positions as members of various SGA teams. Further information is available from Student Life.

STUDENT NEWS PUBLICATION

Harbinger
East Peoria Campus
Room 315B
(309) 694-5325 • iccharbinger.com

The student newspaper, *Harbinger*, is a source of information about curricular and extracurricular activities and events at Illinois Central College. Distributed seven times each semester without charge, the *Harbinger* includes features; student opinion editorials; and articles about activities, campus programs, organizational projects, Student Government efforts, and athletics. Students interested in assisting the news, editorial, photography, production, or sports staff should contact the *Harbinger*. Work on the *Harbinger* may be undertaken as an extracurricular activity or may be arranged for academic credit through the English, Humanities, and Language Studies Department, East Peoria Campus, Room 314C.

THEATRE PRODUCTIONS

East Peoria Campus
Arts, Communication, & Behavioral Sciences
Department
Room 124A • (309) 694-5113

Theatre buffs can put their talents to work on stage or behind the scenes. On-stage experience in acting, as well as backstage involvement in scenic design, set construction, lighting, publicity, costuming, properties, and makeup is made available to students. This heightens students' awareness and appreciation for the art of theatre and further enriches their cultural background. Auditions for shows are advertised on campus and all students are welcome. All beginning theatre classes in acting and technical theatre are open to all students regardless of major.

Applying to Graduate

East Peoria Campus
Room L211 • (309) 694-5612

Whether or not you plan to participate in ICC's commencement ceremony, YOU MUST APPLY to be officially awarded your degree or certificate.

Participating in the Commencement DOES NOT GUARANTEE a Degree/Certificate will be Officially Awarded.

Applications are available online at icc.edu/students/graduation, from your advisor, or from any Enrollment Services location.

WHEN YOU EXPECT TO COMPLETE YOUR PROGRAM OF STUDY:	DEADLINE TO APPLY FOR DEGREE/CERTIFICATE
Fall Semester (December)	October 1
Spring Semester (May)	March 1
Summer Semester (July)	June 1

Applying is easy and free from your eServices account. Once logged into eServices, select "My Academics" and then select "Apply for Graduation."

You are only eligible to apply to graduate from the program/s of study in which you are enrolled. If you need to add a program of study or change your program of study, please complete a Degree/Certificate of Study Change Request Form. You can obtain the form from your academic advisor or any Enrollment Services Office (East Peoria, Peoria or Pekin.)

*You are only allowed to apply for graduation one time per term. If you do not meet the requirements for the term you applied for, you will need to reapply for the next term.

Bookstore

East Peoria Campus
Room L201 • (309) 694-5207
icc.edu/bookstore

When Classes are in Session:
Monday-Thursday 7:30 a.m.-6:00 p.m.
Fridays 7:30 a.m.-4:30 p.m.

Peoria Campus, Elm Student Center
(309) 690-6804
Monday-Thursday 9:00 a.m.-6:00 p.m.

The Illinois Central College Bookstore is located on the East Peoria Campus and carries a variety of textbooks, study aids, school supplies, and art supplies. The Bookstore will special order any book not in stock. A wide selection of college apparel, book bags, and gifts are also available. ICC gift cards are available for purchase in any denomination.

Prior to the start of each semester, students have the opportunity to purchase textbooks online through the Bookstore's website. Orders must be prepaid using VISA, MasterCard or Discover. Financial aid, scholarships and grants can also be used as a method of payment to prepay for online orders. Check the Bookstore's website for specific dates and more information on online ordering.

All students paying by check, renting a textbook, or using a bookstore charge account will be required to show their ICC student ID. Students can obtain an ID at the Customer Service Desk inside the Bookstore. The first ID is free, and any ID that is lost or stolen will be replaced for a \$10 fee.

The Bookstore offers a growing list of textbook rentals that can provide a savings of up to 50%. Textbooks are pulled by the bookstore staff to ensure every student has the correct books needed for their classes. A copy of your class schedule is required to get your books. Drop off your schedule at the textbook counter, located at the front of the store, and your books will be pulled in a timely manner. You can obtain a copy of your schedule at the kiosk next to the textbook counter.

Full refunds on textbooks are allowed when the textbook meets the return guidelines. The books must be in the same condition as when purchased. Returns require the original cash register receipt. Refer to the back of the receipt or the Bookstore's website for exact refund dates. Book Buyback takes place during final exam week. Only books in good condition and those that will be used the following semester at Illinois Central College will be considered for "buyback". The Bookstore can only buy a limited number of each book. The number is set based on the course enrollment for the next semester the course is offered. Books can be sold to wholesale book companies year-round, either through an online or an in-store database. Buyback, of any kind, is never a guarantee! For more information on buyback, please refer to the bookstore's website.

Campus Dining

icc.edu/around-campus/campus-dining
campusdining@icc.edu
ICC_Chef@ICCCampusDining

The Très Café provides hot and cold breakfast items, daily hot lunch entrée, hot and cold made to order deli sandwich station, grill items, homemade desserts, salads, and soups. In addition, many snack items and a huge selection of beverages are available. Are you an espresso lover? Then check out the Cafe Breve located in the Technology Center 3rd floor at East Peoria Campus or the Coffee Shop in Elm Building (Student Center) at our Peoria Campus. You can enjoy your favorite latte, espresso, cappuccino, smoothie, or snack while lounging in the seating area with complimentary Wi-Fi. In addition, vending machines are located throughout the campuses. Any vending suggestion/concerns should be directed to lmccue@icc.edu or eileen.strachan@icc.edu

Café Ca\$h is ideal for anyone who

CaféCa\$h

spends time and money in any of the ICC's Campus Dining areas. This prepaid debit account is easy to set up, easy to use, easy to maintain and is accessible through your ICC ID card. Your ID card becomes your declining balance card. Deposits can be made at icc.edu/around-campus/campus-dining and then click "Payment Methods". In addition to the website, you may also visit any Campus Dining site. To use your financial aid, stop by the service desk at the ICC Bookstore.

Your feedback is important to us! Please let us know about your dining experience, any questions or concerns at campusdining@icc.edu.

Hours may vary during holidays, breaks and are subject to change, please see website for updates.

icc.edu/around-campus/campus-dining

TRÈS CAFÉ

East Peoria Campus • Academic Building
Monday – Thursday • 7:30 a.m. – 2:00 p.m.
Friday • 7:30 a.m. – 1:30 p.m.

CAFE BREVE

East Peoria Campus
Technology Center • Third Floor
Monday – Thursday • 7:00 a.m. – 6:00 p.m.
Friday • 7:00 a.m. – 1:30 p.m.

COFFEE SHOP

Peoria Campus • Elm Student Center
Monday-Thursday • 7:30 a.m.-6:00 p.m.
Friday • 7:30 a.m.-1:30 p.m.

Career Services

East Peoria Campus
David R. Leitch Career Center
Room CC200 • (309) 694-5153

CAREER CENTER

The Center has great resources to help you make wise career and educational choices. Stop by the open lab and sign up for a workshop or an 8-week class. Check out the website for career services and resume information, current labor market information, and dates for upcoming programs and workshops.

JOB PLACEMENT INFORMATION

East Peoria Campus
Room CC200 • (309) 694-5321

Students and graduates seeking full- or part-time employment off campus are welcome to utilize a full range of services. Register for College Central Network, an Internet recruiting system for employers, students, and alumni, by calling (309) 694-5321. Free resumé and interview workshops are also offered.

Cashiering/Check Cashing Services/Bus Pass

The East Peoria Campus Enrollment Services Office and the Peoria Campus provide cashiering services for students and will cash student checks up to \$10. The Bookstore will cash checks up to \$5 over the amount of purchase.

CityLink bus passes are also available at these locations. ICC students receive discounted CityLink passes when purchased at ICC. Students have the ability to charge a semester pass to financial aid, when funds are available. More information can be found at icc.edu/citylink.

Children's Center

East Peoria Campus
(309) 694-5116

The Children's Center, located on the East Peoria Campus, provides care and education for students' children (ages 2-5 years and potty trained) on a full-time, full-day, or part-day basis. Open Monday through Friday, we have standard and reduced rates and also work with students on billing to Child Care Connection, if applicable. Many students also pay for child care through financial aid. The Center has a planned curriculum guided by our experienced and educated teachers, nutritious lunch, snacks, and a daily rest period. We are nationally accredited (NAEYC) and have a Gold Circle of Quality with the State of Illinois.

If you are interested in enrolling your child in the Center, obtain an application from the Children's Center Manager. The number of children we can accommodate is limited, and parents sign up for the semester. You may also see paperwork online at icc.edu/childcenter.

Summer Explorer Camp is available for children 6-12 years of age for 10 weeks each summer. Registration packets will be available each April. Activities include a provided lunch and snacks, gym time, field trips, exciting art and science, computer time, water play and much more!

For information on any of the Children's Center's activities, go online to icc.edu/childcenter or call (309) 694-5116.

Computers

Computers are available for student use in a variety of locations.

EAST PEORIA CAMPUS: Library (L312), the cafeteria, and all three floors of the Technology Center. Wireless connections are available in the Cafe Brevé of the Technology Center. Phone (309) 694-5457 or 694-5703 for more information on available computer labs.

PEORIA CAMPUS: Elm Student Center. Phone (309) 690-6837 or 690-6870 for more information on computer labs.

ICC PEKIN: Near reception area. Phone (309) 642-6601 for more information on computer labs.

Counseling

East Peoria Campus
David R. Leitch Career Center
Room CC200 • (309) 694-5281

Peoria Campus
Arbor Hall
(309)690-6824

If, in the pursuit of your education, you encounter problems and experience personal doubts and frustrations that interfere with your ability to function as well as you'd like, help is available.

Personal counseling is available free of charge to current ICC students. Services are completely confidential, and you will be meeting with a professionally trained counselor. Counseling is available on the East Peoria Campus and Peoria Campus. Service hours can be found on the ICC Student Services website.

Appointments regarding career planning and skills assessment based on previous education or work experience are available on an individual basis. In addition to individualized services, the Counseling Office offers a wide range of self-help workshops.

Dental Hygiene Clinic

Peoria Campus, Arbor Hall
(309) 690-6999

Dental hygiene care is provided for students and the public for a nominal fee. Services include dental x-rays, dental prophylaxis (cleaning), fluoride treatments, and instruction in dental hygiene care. Upon request, x-rays will be forwarded to your dentist. Call to schedule an appointment.

Enrollment Services

East Peoria Campus
Room L211 • (309) 694-5600

Peoria Campus
Arbor Hall • (309) 690-6800

Pekin Campus
(309)642-6601 *(Call for hours of processing)*

The Enrollment Services staff is committed to assisting students (current, new, and returning) in achieving their academic goals.

Staff will assist students regarding academic records and offer other services including:

- processing ICC admission form
- assist with registration (enrollment)
- accept transcripts from high schools and colleges
- print and mail requests for official transcripts
- evaluate college transcripts and other academic records
- accept tuition payments
- assist with establishing a payment plan
- issue ID cards
- cashiering/check cashing services
- CityLink bus pass sales
- graduation evaluation/coordination
- process changes of personal information including name, address, and phone number
- process change of Program of Study

Gift Cards and "Gift of Class"

ICC Bookstore gift cards can be used for any purchase in the Bookstore or at our website. Add an ICC "Gift of Class" to your wish list, or surprise friends or loved ones with a unique and different birthday, anniversary, graduation, or holiday present . . . a college class! Choose a specific class related to their interest or let them choose one to fit their needs. We'll prepare a gift certificate for an amount chosen by the giver. The certificate can be applied toward a credit class or workshop. You may purchase "Gifts of Class" from the Bookstore. Please visit bookstore.icc.edu/site_giftcards.asp.

Honors Program

Illinois Central College has an Honors Program for academically talented students. Consisting of enriched forms of existing courses, Honors sections are based on active student participation through research assignments, in-depth class discussion and study, group projects, and independent study.

Honors students receive a waiver of tuition for all College credit courses in which they enroll. The waiver, however, does not include activity fees, books, or out-of-district costs. Applications for fall semester are due April 1; deadline for spring applicants is November 1.

Minimum qualifications include:

- A composite ACT score of 27 (26 if test taken prior to October 28, 1989), or a minimum SAT score of 1060.
- Current college students must also have a cumulative GPA of 3.35 or better on a 4.0 scale.

To remain in the program, the Honors student must maintain a cumulative GPA of 3.35 or better and must enroll in two Honors sections of classes offered each semester. Honors students must also complete Social Science 115 during one of the first two semesters in the program. Honors students may also participate in an Honors option involving Honors credit for enrichment activities or projects within the context of regular college course offerings. Service to the community and social activities are also a part of the Honors Program.

Inquiries may be addressed to the Honors Program Coordinator, Room 326D.

ID Cards *(also see inside front cover)*

ICC provides photo student identification cards to all registered students. Students may also obtain an ID card throughout the year at the East Peoria and Peoria Campus libraries, East Peoria Bookstore, as well as the Enrollment Services office in Arbor Hall at the Peoria Campus.

The initial ID card is free, but there is a fee of \$10 for replacement of a card that is lost or stolen. Replacement cards may be obtained in the East Peoria Campus Bookstore or Enrollment Services at the East Peoria or Peoria Campuses.

ICC student ID cards are required for any process within the Enrollment Services, Financial Assistance, Academic Advisement, Bookstore, Library, Academic Support Center, and also Café Cash.

Information Center

East Peoria Campus • Student Services Lobby
(309) 694-5-ICC (694-5422)

Peoria Campus • Arbor Hall
(309) 690-6801

Questions? Where? When? Who? Find out more about College events and events held on campus at the Information Center. Get directions to your dean/associate dean's office, a copy of the class schedule, or information on the bus schedule.

Library

East Peoria Campus
Room L312 • (309) 694-5461

Peoria Campus • Student Center
Room S111 • (309) 690-6837

Many types of learning materials are available. Students are encouraged to make full use of the library's facilities for study, research, leisure reading, class preparation, and browsing. Students may check out most items for off-campus use; a student ID is required to check out these materials. Professional library assistance is accessible through a variety of ways (in person, via the phone, or online). Detailed information explaining library services, procedures, and guidelines for behavior is available on the webpage. Library services are also available from off campus locations via the library webpage at icc.edu/library.

All ICC libraries have networked computer stations (with printing capabilities) for student completion of classroom assignments.

MEDIA MATERIALS

Media materials are available at both campus library locations. Students may check out video recordings, audio recordings, and other audiovisual programs. A student ID is required to check out and use all materials.

Lockers

Lockers are available for student use at the East Peoria Campus. The College Bookstore, Room L201, assigns lockers and issues locks. During fall, spring, and summer semesters, a \$5 refundable deposit is required for the locker. Lock rental fee is \$5 for fall and spring semesters and \$3 for summer semester.

Mailboxes

(ON-CAMPUS AND OFF-CAMPUS MAIL)

Mailboxes are located in the Atrium at the East Peoria Campus location, Peoria Campus Arbor Hall reception desk, and ICC Pekin reception desk.

Campus Housing

ICC students have an apartment-style living option on the East Peoria Campus. Campus Housing provides a residential living experience for 330 students. The complex features efficiency, two- and four-bedroom units, social and educational events, and numerous amenities. Rates include basic cable, local telephone, water, gas, high speed Internet, and an electricity allowance. Most units are fully furnished in both the common area and bedroom. All charges for Campus Housing will be posted to the student's account. For more information, contact Campus Housing at (309) 698-2088 or visit their website at www.CampusHousing.com/icc.

Online Services Accounts

ICC provides all students enrolled in regular semester and minimester courses with user accounts for accessing the ICC computer network, student email, Blackboard e-learning, and online student services systems.

This access includes storage of personal data, access to student email, Internet when on campus, Blackboard access from on or off campus, and access to enrollment/class schedules/transcripts via the Internet. Details on obtaining and using student accounts are available on the Students page of the ICC website at my.icc.edu.

Orientation

All new students should attend New Student Orientation (NSO). The orientation session includes information about College policies and provides a chance to meet ICC faculty and staff, information about available services and assistance programs on campus, and opportunities to interact with other students. Information about orientation is mailed to new students a few weeks prior to the start of the semester. For more information, call (309) 694-5201 or stop by the Student Life office, East Peoria Campus, Room 303A.

Photocopies

Copy machines are located in the East Peoria Campus library (L312) and in Arbor Hall, Room 012F, on the Peoria Campus. Copies are 10¢ each.

Smart Printing

Each ICC student is given 300 pages or \$15.00 credit for printing each semester. Additional pages can be purchased through Enrollment Services at \$.05 per page in increments of 50 pages. Printing accounts are reset each semester; balances will NOT roll over to the next semester. Color printing is available in the library on the East Peoria Campus. Smart printing limits print requests to:

- 10 pages in libraries
- 20 pages in support labs
- 24 pages in computer classrooms

Student Employment

On-campus employment opportunities are available for qualifying students. To be eligible to work as a student employee, students must establish they are not actively seeking full-time employment and must be enrolled at Illinois Central College for a minimum of six semester hours for each semester of employment by the College and three semester hours during summer semester. To qualify for or remain in the student employment program, students must maintain good academic standing as defined by the College's Academic Standards Policy.

International Students holding a Student Visa are eligible for on-campus employment. Student employees are protected under State and Federal laws in regard to Equal Employment Opportunities and Sexual Harassment.

To learn more about the available student employee positions, contact the Career Center, East Peoria Campus, Room CC207.

Student Lounges and Study Areas

Between classes and during times devoted to study and research, you can relax and meet fellow students in several lounge areas of the College. Enjoy the East Peoria Campus Student Center area, which houses a large student lounge, art gallery, study area, special meeting rooms, and offices for student organizations. In addition, study areas are located throughout the East Peoria Campus Academic Building and on the third floor bridge. Lounge areas are also available at the Peoria Campus in Arbor and Birch Halls, and at ICC Pekin.

Student Residences

See Campus Housing.

Testing Center

icc.edu/testingcenter

East Peoria Campus
Room L220 • (309) 694-5234

Peoria Campus, Arbor Hall
Room A103 • (309) 690-6990

Pekin Campus
(309) 642-6601

To help students succeed, the College gives math and reading placement tests to learn which classes are most appropriate. Advisors will evaluate transfer and part-time students on an individual basis to determine testing needs. Study resources are available at the Testing Center or online at icc.edu/around-campus/testing-center/placement-testing/online-resources-and-sample-questions.

Academic placement testing is available at the three campuses listed. Other placement tests are available at the East Peoria and Peoria Campus Testing Office for individuals with limited background knowledge in biology, Spanish, music theory, and engineering. In addition, an instructor may have their exam proctored at a Testing Center in the case of special needs, make-up exams, and online classes. Some certification exams are administered through the Testing Center. **All testing requires an ID and is by appointment.** Credit by examination information is available at the East Peoria Testing Center. You must have an application on file in order to test.

Therapeutic Massage Clinic

Peoria Campus, Arbor Hall
(309) 690-6822

Therapeutic massage is available to the general public and is performed by students in the ICC Therapeutic Massage program under the supervision of an instructor. Appointments are one hour in length, and gift certificates are available. The clinic operates during College semesters, and days and times of operation may vary. Advance appointments are necessary.

Transferring to Four-Year Schools

TRANSFER CENTER

East Peoria Campus
Room CC204 • (309) 694-5330

The Transfer Center provides students with direction and support for their college transfer experience. The Transfer Center works to ensure the success of ICC transfer students, helping them to graduate and seamlessly transfer to four-year institutions throughout the state and country. A reference library is available within the Transfer Center providing up-to-date information on a variety of colleges/universities; including: university catalogs, applications, program brochures, view books, and scholarship information.

Illinois Central College students are given the opportunity to visit various four-year institutions, speak with college representatives, and attend open houses to help identify and apply to the four-year school that meets their needs. The staff is available to answer questions about transfer procedures, admission requirements, housing, and scholarship information in order to assist students through the transfer process. Additionally, information about the Illinois Articulation Initiatives is available in the Transfer Center or visit the Illinois Articulation Initiative website at www.iTransfer.org.

TRiO Student Support Services

TRiO

East Peoria Campus
Room 308B • (309) 694-8940

TRiO is an academic achievement organization for students who are serious about completing an associate's degree or certificate. TRiO also assists students who plan to transfer to a four-year college or university after graduating from ICC. TRiO's mission is to enhance the personal and professional development of students by improving academic skills and increasing retention, graduation, and transfer rates through the successful completion of courses. TRiO member benefits include:

- academic and personal development workshops
- leadership opportunities
- exposure to varied civic and social events
- assistance in applying for financial aid
- transfer and academic advisement
- visits to four-year colleges and universities in Illinois and out of state
- \$1,500 transfer scholarship opportunities

Veterans Affairs

East Peoria Campus
Room L208 • (309) 694-5562

Illinois Central College will assist veterans and eligible dependents of veterans navigate the college enrollment process and complete the proper forms required for monthly education benefits and will serve as a liaison between the student and the U.S. Department of Veterans Affairs. Certification requests must be submitted by the veteran or their eligible dependent(s) each semester to the ICC Veterans Affairs office to ensure timely and proper enrollment certification through the U.S. Department of Veterans Affairs. Requirements for Chapters 30, 31, 33, 35, 1606 and 1607 are as follows:

- Copy of DD-214 member 4 or DD-2384 (Notice of Basic Eligibility)
- Transcript of any previous college course work from each institution previously attended (if applicable)
- Certificate of Eligibility from the Department of Veterans Affairs for the eligible education benefit

The ICC Veterans Affairs Coordinator is available to answer questions about Veteran benefits and to monitor student degree plans and academic progress.

ICC also accepts the Illinois National Guard, Illinois Veterans, and Illinois MIA/POW grants. For eligibility questions, please contact the ICC Veterans Affairs office at the phone number listed above.

The law requires that educational assistance benefits to veterans and eligible dependents be discontinued when the student ceases to maintain the Satisfactory Academic Progress standards set forth by the educational institution. At ICC, students receiving veteran education benefits must maintain a 2.0 cumulative GPA and must maintain a 67% cumulative course completion rate to maintain eligibility for education benefits. The exact rules for satisfactory academic progress may be obtained at icc.edu/financialaid/eligibility.

To have military education credits evaluated and posted to Illinois Central College records, official transcripts from The Community College of the Air Force or the Army (AARTS) must be sent directly to the College from the appropriate institution. It is the student's responsibility to request the transcript be sent directly to Illinois Central College. Any other military education for which students wish to receive consideration for credit must be listed on the DD-214 or DD-295.

To ensure maximum veteran education benefits, please contact the ICC Veterans Affairs Office.

Website

The ICC website is a vast resource of valuable information to the ICC student. It contains information such as the course catalog, class schedules, registration information, and the various student services available to ICC students. Do you want to find out about an event on campus? Access information that your instructor has put on the web in addition to what is provided in class? Find an online course that suits your schedule? It's all available at

icc.edu

Students are automatically provided a free email account, access to online courses, and a student login to ICC's network.

Tuition

Tuition is due according to dates viewed at icc.edu/admissions/paying-for-college/tuition-due-dates. Financial arrangements must be made by the due date to ensure you remain registered for your classes. District chargebacks, interdistrict cooperative agreements or agency authorizations must be received by the tuition due date to ensure your account balance is adjusted or you will be responsible for the full tuition amount due by the due date. These authorizations may be submitted to Enrollment Services, Room L210, on the East Peoria campus. Illinois Central College reserves the right to change tuition without notice and to assess additional charges associated with administration, collection fees and any other charges incurred by the College in resolving unpaid balances. Any and all means necessary to collect on unpaid balances will be used by ICC.

Cost Per Credit Hour

Refer to pages 22 of the College Catalog or the website icc.edu/admissions/paying-for-college.

Tuition Payment Options

Refer to pages 22 of the College Catalog or the website icc.edu/admissions/paying-for-college.

Pay in Full

Refer to pages 22 of the College Catalog or the website icc.edu/admissions/paying-for-college.

Online Payment Plans

Refer to pages 22 of the College Catalog or the website icc.edu/admissions/paying-for-college.

Tuition and Financial Aid Refunds

Refer to pages 22-23 of the College Catalog or the website icc.edu/admissions/paying-for-college.

IRS Form 1098-T

Refer to pages 23 of the College Catalog or the website icc.edu/admissions/paying-for-college.

Dropping Classes/Refunds

Refer to pages 23 of the College Catalog or the website icc.edu/admissions/paying-for-college.

Tuition Appeals

Refer to pages 23 of the College Catalog or the website icc.edu/admissions/paying-for-college.

Additional Fees

Refer to pages 23 of the College Catalog or the website icc.edu/admissions/paying-for-college.

Credit Card Payment

Refer to pages 23 of the College Catalog or the website icc.edu/admissions/paying-for-college.

Who's Who & How to Contact Them

President	Sheila Quirk-Bailey	L419	694-5520
Vice President of Academic Affairs	Emmanuel Awuah	L431	694-8584
Executive Vice President of Administration and Finance	Bruce Budde	L420	694-5477
Vice President, Diversity and Community Impact	Rita Ali	L434	694-5561
Vice President of Marketing and Institutional Advancement	Kim Armstrong	L406	694-5599
Vice President of Student Services	Tracy Morris	L429	694-8970
Associate Vice President of Human Resources	Michelle Bugos	339G	694-5593
Associate Vice President of Institutional Effectiveness	Laura Friesenborg	L437	694-8284
Associate Vice President of Workforce Development	Andrew Kerr	A102E	690-6845
Executive Director of Institutional Research and Planning	David Cook	L144	694-8551
Executive Director of Educational Foundation	Stephanie Holmes	L426	694-8420

Deans

Dean of Agricultural & Industrial Technologies	Stacy Gehrig	209A	694-5512
Dean of Arts & Behavioral Sciences	Kari Schimmel	124A	694-5132
Dean of Business, Legal, & Information Systems	Julie Howar	TC204	694-5505
Dean of College & Career Readiness	Arnitria Shaw	C51	690-6886
Dean of Corporate & Community Education	Ellen George	H115	690-6909
Dean of Humanities	Jennifer Swartout	314C	694-8984
Dean of Enrollment Management	Beth McClain	L209	694-5323
Dean of Health Careers	Wendee Guth	C105S	690-7535
Dean of Math, Science, & Engineering	Joe Bergman	320C	694-5367
Dean of Students	Emily Points	L221	694-8501
Campus Police Chief	Tom Larson	103D	694-5225

Board of Trustees

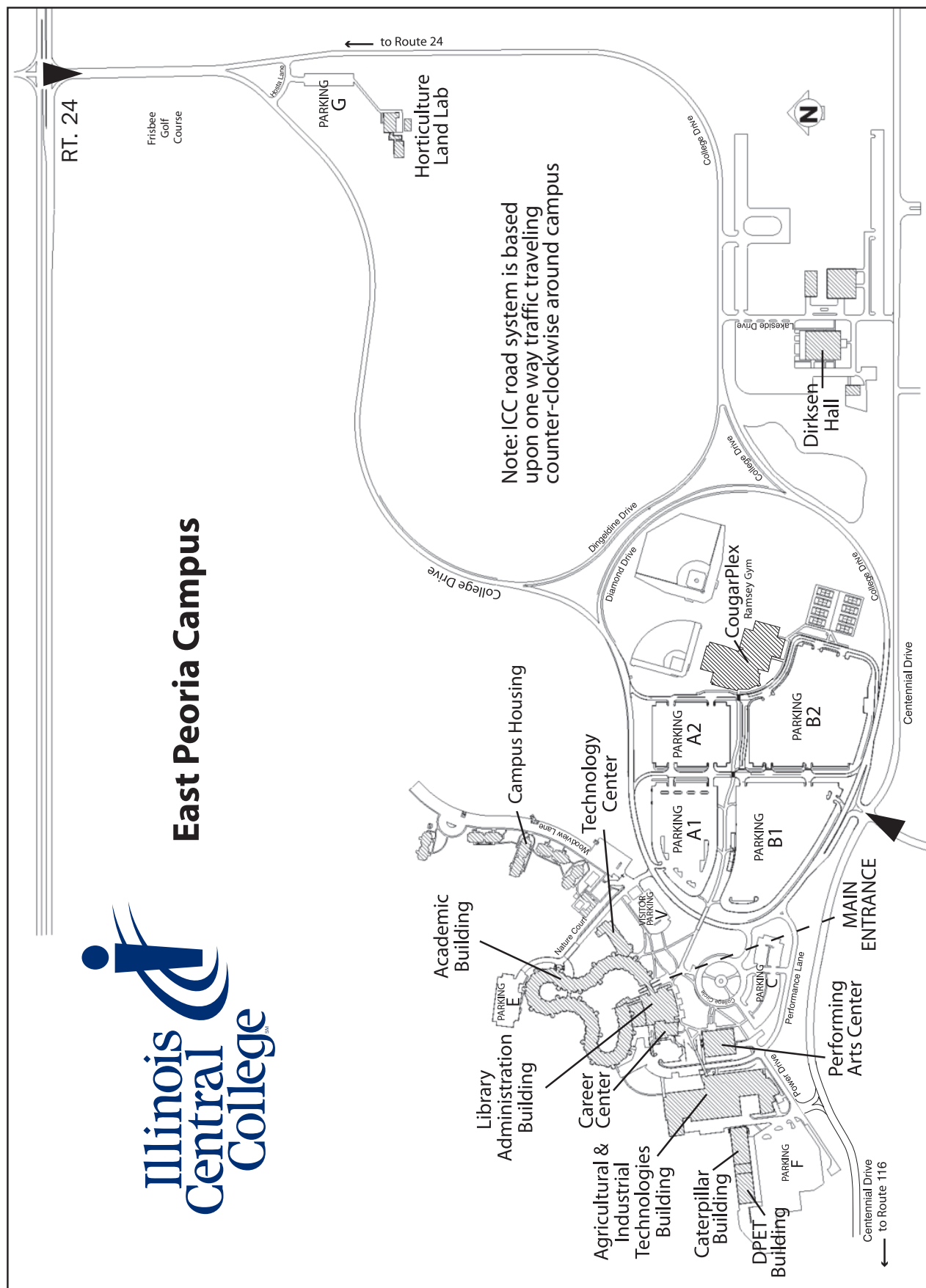
Carl Cannon	Frank Mackaman	Michael Everett
Diane (Unes) Lamb	Kelly Daniels	Paula Davis
Gale Thetford		
Jacob Beeney, Secretary		

Faculty Senate Officers

Brent Goken, President
Maxine Cordell-Brunton, Vice President

MAPS

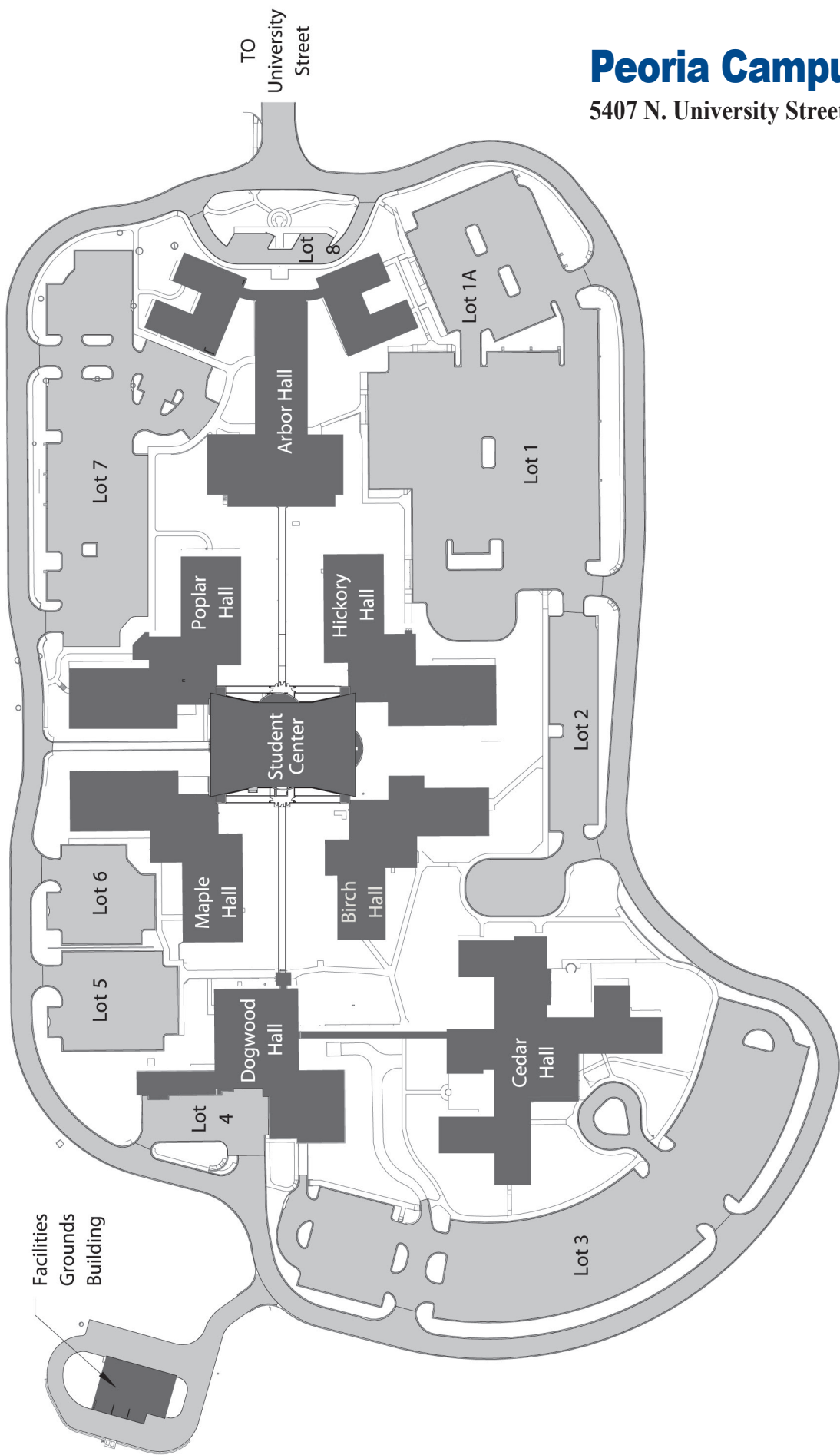
East Peoria Campus



ILLINOIS CENTRAL COLLEGE 22 STUDENT HANDBOOK 2018-19

Peoria Campus

5407 N. University Street, Peoria

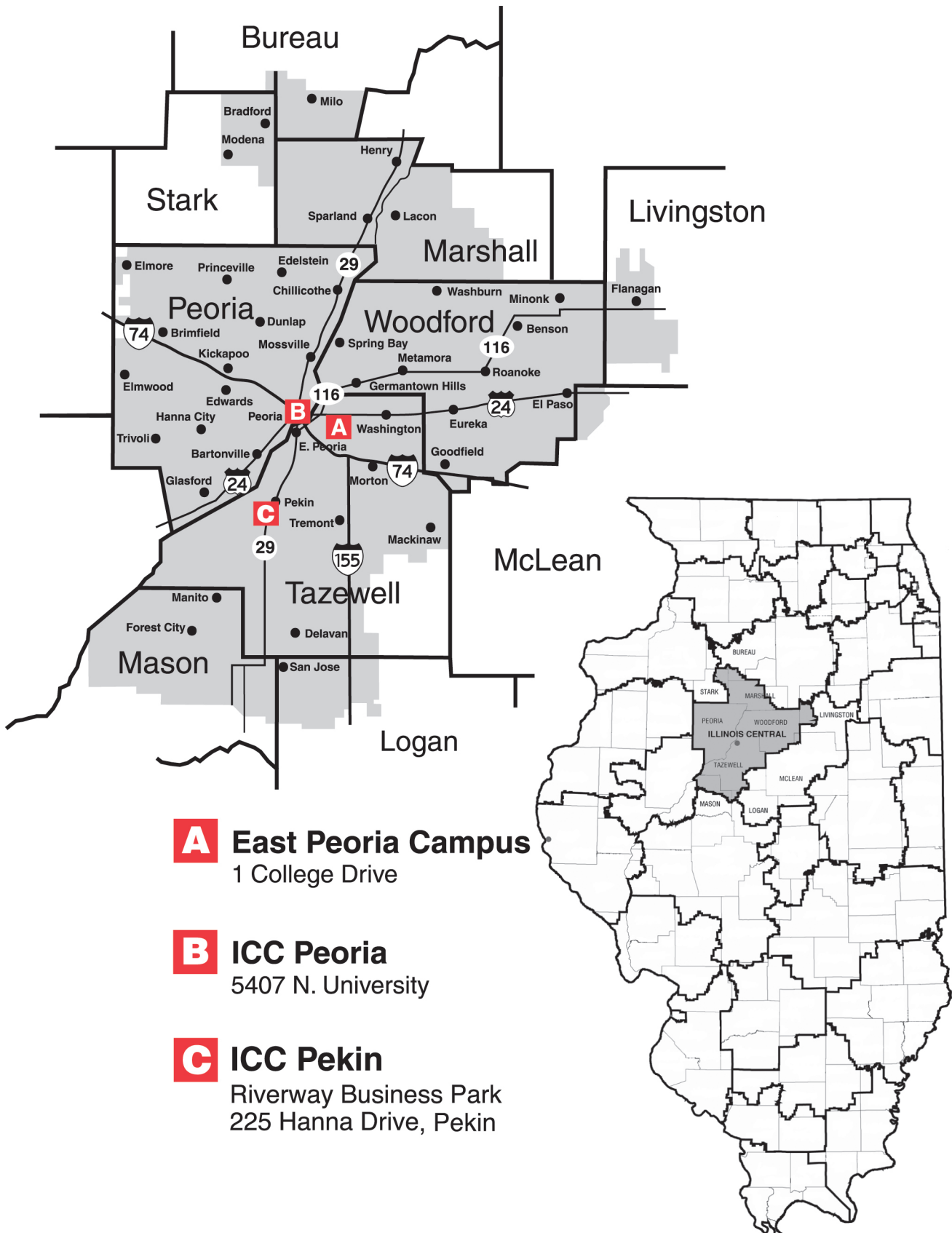


Pekin Campus

225 Hanna Drive, Pekin



Illinois Central College #514 District Map



4 STEPS TO APPLY TO A HEALTH CAREERS PROGRAM

Complete the FAFSA. That's the Free Application for Federal Student Aid online form that you and your parents/guardians submit (if you are age 24 or younger) to be eligible to receive financial aid. www.FAFSA.gov

You should file the FAFSA as soon as possible after October 1 of each year for the next school year. You can tell FAFSA that you and your parents/guardians will be filing your taxes and use estimated figures for the form. Once you and your parents/guardians have filed your taxes, you both can go back to your FAFSA and use the IRS Data Retrieval Button to securely pull in tax information from the IRS database. [ICC's Financial Aid Code: 006753](#)

Acceptance into an ICC Health Careers program is competitive, based on an earned point total. Students earn points based on grade point average, SAT/ACT scores, previous degrees, work experience, etc.

1 Complete and submit an ICC admission form (icc.edu > Apply Online Now)

You must apply to ICC before you can apply to a specific Health Careers program.

2 Complete the reading placement test (icc.edu/testingCenter or 309/694-5234).

**If you wish to apply to the Nursing Assistant program, complete steps 1 and 2, then call 309/999-4275*

3 Meet with a Health Careers advisor

to determine program-specific eligibility. (309/690-7530)

Be prepared to answer the following*:

- To which Health Careers program do you wish to apply?
- What is your reading score?
- What was your SAT/ACT score?
- Do you have any health career certificates, licensures, or degrees?
- Have you worked in a health career field?
- Do you have volunteer experience in a health career field?

**additional questions are program specific*

... and YOU MUST bring copies of your high school and college transcripts

**If you wish to apply to the EMT program, you only need to complete steps 1, 2, and 3.*

4 Submit required documentation after meeting eligibility requirements.

You must submit the following documentation to apply to a specific Health Careers program:

- Program-specific checklist
- Official transcripts from issuing institution(s)
- Health degree(s) and/or certifications
- Work/volunteer form

Send documentation in the envelope provided to you by your advisor to:

ICC Health Careers, 5407 N. University Street, Cedar 105, Peoria, Illinois 61635-0001.

If you have questions don't hesitate to call – 309/690-7530

Your advisor will help you determine your eligibility.

Application deadline for most ICC Health Careers programs is January 15.

Note that the Phlebotomy program admits students twice a year. January 15 for fall semester and October 1 for spring semester.

The Medical Laboratory Technician program admits twice a year. January 15 for fall semester and October 1 for summer semester.



Prospective students may apply for up to three programs but must meet the eligibility requirements for each.

The eligibility criteria for each program, along with application information, is available online at icc.edu/healthcareers

Get Fit and Save at the



**Special
Student
Rates!**

**Student memberships
are per semester:**

- Summer semester \$30
- Fall semester \$75
- Spring semester \$75

Eligibility: Must be a currently enrolled ICC student. During the summer semester only, a non-enrolled student is eligible if he/she attended both the previous fall and spring semesters or attended the previous spring and is currently enrolled for the following fall semester. Proof of enrollment will be required.

Membership benefits:

- Access to all fitness equipment
- Use of the walking/running track
- Unlimited group fitness exercise classes
- Use of the locker rooms

Monthly memberships:

- \$15 per month

**For more information contact 694-5419 or visit our web site
<http://fitnesscenter.icc.edu>**

To earn college credit, you must register for PHYED 180
(1 semester credit hour)

**You can RENT
your textbooks!**

and save up to 55%

Go to <http://bookstore.icc.edu> for availability and prices



(309) 694-5-ICC
icc.edu

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facebook

[facebook.com/Illinois Central College](https://facebook.com/IllinoisCentralCollege)